

BARNWELL ELEMENTARY PTA

Staple Receipts to the back Check Request Form of this form on the upper right corner.

Date: _____

Requested By: _____

Make Check Payable To: _____

Budget Item/Purpose	Amount
_____	_____
_____	_____
_____	_____
_____	_____
Check Total:	_____

Prepared By: _____

Approved By VP: _____

Approved by Co.-President: _____

Mail/Delivery Information

Send home with my child: Name: _____

Grade: _____

Teacher: _____

Place in my school mailbox labeled: _____

Mail to address on invoice.

Treasurer's Use Only

Date Issued: _____

Check Number: _____

Treasurer's Signature: _____

NOTE: Checks will be issued as timely as possible. Please notify Jennifer Miers when check requests are placed in the treasurer's box or if you have any questions concerning reimbursement. 770-598-8547 or jlbyrd@gmail.com.