



## PALMETTO MIDDLE PTSA CHECK REQUEST FORM

Please attach all receipts and include an address for mailing the check, if applicable. Please submit only ONE Check Request Form with all original receipts/invoices stapled behind. Please be sure you have the President or a Vice President's signature. Thank you!

Check Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Materials Purchased:

---

---

Submitted by: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(PTSA President or Vice President)

-----

### FOR TREASURER USE ONLY

Budget Category: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_