

# J R Briggs PTA

[www.awrsd.org/jrb](http://www.awrsd.org/jrb)

## Check Request

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Date Submitted \_\_\_\_\_

Project/Category \_\_\_\_\_

Date Needed \_\_\_\_\_

Date Mailed \_\_\_\_\_

Reason for Check \_\_\_\_\_

Included in annual budget.....or..... Approved at meeting (date \_\_\_\_\_)

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

Amount \$ \_\_\_\_\_

Address of Payee (if no bill attached)

***If this is a bill that needs to be paid, attach the bill to this form and the Treasurer will mail it.***

Approved by (PTA Officer) \_\_\_\_\_ Date \_\_\_\_\_

Approved by (PTA Officer) \_\_\_\_\_ Date \_\_\_\_\_

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For Treasurer's Use Only

Category \_\_\_\_\_ Check # \_\_\_\_\_ Dated \_\_\_\_\_ Logged \_\_\_\_\_

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