

**7th District PTA
Check Request Form 2022-2023**

To: 7th District PTA Treasurer
20300 York Road
Parkton, MD 21120
410-887-1902

Date: _____

Please submit all PTA check requests to the main office, which will be picked up the 2nd and 4th Friday of the month for processing.

From: _____

Phone: _____

Amount: _____

Purpose: _____

Payable to: _____

Address: _____

Instructions: Please...

- Complete all fields
- Attach all appropriate receipts and invoices to support the request
- Check the category the expense pertains to (please indicate amounts for each category if the request is for more than one purpose)
- Please note, prior to disbursement of funds by the PTA, an IRS Form W-9 may be required from vendors for payments totaling in excess of \$599 to any one vendor during the calendar year.

- 5th Grade Farewell
- Craft Fair
- Assemblies
- Bookfair
- Books & Periodicals
- Classroom Enrichment
- Sweetheart Dance
- Desserts for Dads
- Equipment, Furniture, Supplies
- Fall Festival
- Hospitality/Faculty Luncheons
- Kinder Connect, K-Roundup

- Kona Ice
- Muffins for Moms/Moms are the sweetest
- Parents' Night Out
- PTA Bulletin Board
- American Education Week
- Scholarships
- Social & Benevolence
- Subscriptions & Website
- Supplies and Postage
- Teacher Appreciation
- Teacher Enrichment
- Teacher Reimbursement

_____ Other Expense: _____

_____ Other Fundraiser: _____

Approval #1

Approval #2