

<b>7<sup>th</sup> District PTA Check Request</b> <b>Budget Year 2011-2012</b>
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To Jennifer Perry  
 19007 Hunt Pass Ct.  
 Parkton MD 21120  
[tjtperrys@verizon.net](mailto:tjtperrys@verizon.net)

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

Requested By \_\_\_\_\_  
 Contact Info \_\_\_\_\_  
 Payable To \_\_\_\_\_  
 Address \_\_\_\_\_  
 Amount \_\_\_\_\_

**Instructions: Please...**

*Plan ahead. Checks are issued the 1<sup>st</sup> of every month.*

*Complete all fields*

*Attach all appropriate receipts and invoices to support request*

*Check the category the expense pertains to (indicate amounts for each category if request is for more than one purpose)*

*Note: a W9 IRS form may be required from vendors prior to disbursements of funds byt the PTA in excess of \$599 to any one vendor during the calendar year.*

- |                                      |                            |
|--------------------------------------|----------------------------|
| _____ 5 <sup>th</sup> Grade Farewell | _____ Taxes/Dues/Insurance |
| _____ Book Fair                      | _____ Scholarships         |
| _____ Cafeteria Supplies             | _____ Spirit Wear          |
| _____ Classroom Enrichment           | _____ Fall Dance           |
| _____ Assemblies                     | _____ Supplies & Postage   |
| _____ Hospitality (Teacher/Vol.)     | _____ Yearbook             |
| _____ Other: _____                   |                            |

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Approval #1

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Approval #2