

**PLEASANT HILL PTA
CHECK REQUEST FORM**

For Treasurer Use Only:

Check Number: _____ Date: _____ Amount: _____

Approved By: _____ Treasurer

_____ President

Attach all receipts and invoices:

Amount: _____ Requested by: _____

Committee: _____

Explanation: _____

Date needed: _____

All checks will be fulfilled within 3 to 5 days

Pay to: _____

Return to: _____

(Committee Folder)

Or:

Mail to: _____

Attention: _____

Address: _____
