



Dickerson Middle School PTSA

Check Request Form

Date of Request: _____

Person Requesting: _____

Make Check Payable to: _____

Amount of Check: _____

Purpose: _____

Signature of Requester: _____

Note: If the item has been purchased, please attach receipt(s) to this form. If the expense is for a vendor's services, please attach the vendor's invoice. Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Signature of the PTA president is required before the treasurer will issue the check.

Executive Officer Approval _____ Date _____

For Treasurer's Use Only

Date Issued: _____ Check Number _____

Charged to what account: _____

Comments/Special Notes: _____