



Abbotts Creek Elementary School PTA
 9900 Durant Road, Raleigh, NC 27614 (919) 848-2800
www.abbottscreekpta.org

Treasurer Use Only
Check # _____
Check Date ____/____/____
Amount \$ _____
QuickBooks ____/____/____
Budget: _____

PTA Check Request Form

Submit check request form to the PTA Mailbox.

1. Please fill out the form completely.
2. In order for your reimbursement or an invoice to be paid in a timely manner, please attach invoices and/or receipts to this form.
3. Check requests will be picked up at school every week and checks mailed or delivered to the school the following week.

Today's Date ____/____/____ **Requested By:** _____

Purpose of Expenditure:

Amount of Check: \$ _____ **Check needed by:** _____

Make Check Payable To : _____

Send Check to: Name/Company: _____

Street: _____

City, State, Zip: _____

Any other information or account numbers: _____

Approved by: _____ **Date** ____/____/____