

PTA Check Request Form



**Submit check request form to the PTA
Mailbox**

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: _____

Today's Date ____/____/____

Requested By: _____

PTA MEMBER # _____ (Needed for teacher provisions)

**REMEMBER TO ATTACH ALL RECEIPTS
EXPENSES WILL NOT BE PAID WITHOUT RECEIPT(S)!**

Check: \$ _____

Check needed by: _____

Purpose of Expenditure:

Please list amounts for multiple receipts:

Make Check Payable To: _____

Send Check to: Name/Company: _____

Street: _____

City, State, Zip: _____

Any other information (invoice, Account #, etc.) _____

ACES Cares Program expense? (approved by ACES Cares Leadership Team) Yes No

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