

# Granbery Elementary School PTA CHECK REQUEST FORM

**Date:** \_\_\_\_\_ **Issued to:** \_\_\_\_\_ **Check Amt:** \$ \_\_\_\_\_

Please choose one — **Reimburse:** \_\_\_\_\_ or **Pay Invoice Direct:** \_\_\_\_\_  
(If "pay invoice direct" is selected, check will be made to vendor and placed back in the teacher's box.)

**Teacher Account Name:** \_\_\_\_\_

(Teacher account money must be spent by April 1st and can't be shared.)

**OR**

**Please choose which PTA account below the funds should be drawn against.**

- |   |   |
|---|---|
| <input type="checkbox"/> School Improvement / Landscaping | <input type="checkbox"/> Grade Level Special Activities |
| <input type="checkbox"/> Principal / Asst. Principal Fund | <input type="checkbox"/> Art                            |
| <input type="checkbox"/> Guidance Programs                | <input type="checkbox"/> Book Room                      |
| <input type="checkbox"/> Hospitality                      | <input type="checkbox"/> Library / AR Bash              |
| <input type="checkbox"/> Fundraising Incentive Expense    | <input type="checkbox"/> Music                          |
| <input type="checkbox"/> Cultural Enrichment Programs     | <input type="checkbox"/> PE / Field Day                 |
| <input type="checkbox"/> PTA Programs / Scholarships      | <input type="checkbox"/> Safety Patrol                  |
| <input type="checkbox"/> Learning Garden                  | <input type="checkbox"/> Technology                     |
| <input type="checkbox"/> Office Materials                 | <input type="checkbox"/> Professional Education         |
| <input type="checkbox"/> Insurance / Executive Board      | <input type="checkbox"/> Other _____                    |

**Please provide a brief description of your expense on the line below.**

\_\_\_\_\_

**If you are a parent, we will send the check home with your child. Please provide the teacher name below.**

\_\_\_\_\_

PTA Office Use Only

(form revised 8/2014)

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Paid By: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_