

**East Ridge Elementary PTA**  
*Enrich, Encourage, Enlighten!*



**Check Request Form**  
2008 / 2009 School Year

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Disbursement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested By: \_\_\_\_\_  
Signature acknowledges receipt of goods or services on behalf of East Ridge Elementary PTA

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To Be Completed by PTA Treasurer:

Budget Category: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Approvals:

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date