**BRINCKERHOFF PTA CHECK REQUEST FORM**

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Requesting Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee: Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Apparel

\_\_\_\_\_Arts and Enrichment

\_\_\_\_\_Box Tops

\_\_\_\_\_Candy Grams

\_\_\_\_\_Copy Expenses/Office Supplies

\_\_\_\_\_Faculty Funding

\_\_\_\_\_Fall Book Fair

\_\_\_\_\_Fall Fundraiser

\_\_\_\_\_Fall School Pictures

\_\_\_\_\_Family Picnic

\_\_\_\_\_Fifth Grade Activities

\_\_\_\_\_Fiftieth Anniversary

\_\_\_\_\_Holiday Shop

\_\_\_\_\_Hospitality

\_\_\_\_\_Ice Cream Social

\_\_\_\_\_Kindergarten MYTD

\_\_\_\_\_Make a Difference

\_\_\_\_\_Membership

\_\_\_\_\_P.A.R.P

\_\_\_\_\_Science Fair - Brinckerhoff

\_\_\_\_\_Science Fair - District

\_\_\_\_\_Spelling Bee

\_\_\_\_\_Spring Book Fair

\_\_\_\_\_Spring School Pictures

\_\_\_\_\_Student Recognition/STAR

\_\_\_\_\_Talent Show

\_\_\_\_\_Volunteer Dinner/Gifts

\_\_\_\_\_Winter Fundraiser

\_\_\_\_\_Yearbook

Total Amount of Expenditure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Expenditure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Make check payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Check Needed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* PLEASE ATTACH ALL RECEIPTS, INVOICE COPIES, ETC. PLEASE BE SURE ALL ITEMS ARE LISTED ON RECEIPTS/INVOICES AND HIGHLIGHTED CLEARLY. \*\*\*

**AUTHORIZATIONS**

Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been issued in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTA EXECUTIVE BOARD MEMBER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTA EXECUTIVE BOARD MEMBER

**ISSUED:** \_\_\_\_\_\_ in person \_\_\_\_\_\_ via student \_\_\_\_\_\_ via mail \_\_\_\_\_\_ via \_\_\_\_\_\_\_

Date Date Date Date