Burton Elementary School PTA

# Check Requisition Form

****Please attach relevant receipts or invoices or check will not be issued****

PTA Event/Expense Type: _____ _____

*(Fun Run, Spring Festival, etc.)* *Event Date (if applicable)*

Check Amount: _____

Make Check Payable To: _____

Grade and Classroom: _____ *(If applicable)*

Detailed Explanation of Purchase/Service: _____

_____

_____

_____

_____

Requestor Information: _____ _____

*Signature* *Date*

_____

*Name/address*

_____ _____

*Requester's Phone* *Requester's Email*

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***For Treasurer's Use Only***

Budget Category _____ Check Number: _____

Treasurer's Report Date: _____

Date Paid _____ Amount: _____

Please contact Kia Essien with any questions at kia.eisenga@gmail.com or (267) 918-5169