

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.) _____
ent Date (if applicat

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* _____

For Treasurer's Use Only

Budget Category _____ Check Number: _____
Treasurer's Report Date: _____
Date Paid _____ Amount: _____

Please contact Max Shear with any questions at MaxShear@gmail.com or 248-910-8069