

NORWOOD AVENUE SCHOOL PTA

CHECK REQUEST FORM

MAKE CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

FOR THE AMOUNT OF: _____

COMMITTEE/EVENT: _____

SUBMITTED BY: _____

CHECK DISBURSEMENT (please check one):

SEND DIRECTLY TO VENDOR

LEAVE IN MAILBOX IN OFFICE

MAIL TO THE SUBMITTER'S ADDRESS LISTED

OTHER: (PLEASE SPECIFY) _____

PLEASE ATTACH ANY INVOICE, RECEIPT AND/OR CONTRACT TO THIS FORM OR PROVIDE IT AS SOON AS POSSIBLE TO THE TREASURER.

START UP CASH

| DENOMINATION | | COUNT | = | \$ AMOUNT |
|--------------|---|-------|---|-----------|
| TWENTIES | X | | = | \$ |
| TENS | X | | = | \$ |
| FIVES | X | | = | \$ |
| ONES | X | | = | \$ |
| QUARTERS | X | | = | \$ |
| DIMES | X | | = | \$ |
| NICKELS | X | | = | \$ |
| PENNIES | X | | = | \$ |
| TOTAL | | | | \$ |

AFTER THE EVENT, PLEASE INCLUDE START UP CASH WITH CASH TO BE DEPOSITED.

TO SUBMIT THIS FORM, PLEASE LEAVE IT IN THE TREASURER'S MAILBOX (UNDER THE "TREASURER" NAME PLATE IN THE MAIN OFFICE) AND ALLOW 5 TO 7 SCHOOL DAYS FOR PROCESSING.

Please contact PTA Treasurer at TREASURER.PTA@GMAIL.COM with questions.