

Woodmont High School PTSA

Check Request Form

- * Only one check per form will be issued.
- * Staple the original receipt to the back center of this form with receipt facing out.
- * No personal items on the receipt.
- * Fill out form completely.

For Treasurer's Use Only

Check#: _____

Date: _____

Amount: \$_____

Request # _____

Amount Requested: \$_____

Payable to: _____

Expense Category (from PTA Budget): _____

If split between categories, please list under other information.

Brief Description of Purchase: _____

Date Submitted: _____

Submitted by: Please sign: _____

Other information:

If your check is to be mailed please put the address here:
