



## Canterbury Woods Elementary School PTA Check Request Form 2016-2017

Please attach all documentation of the expense and submit via e-mail to [treasurercwespta@gmail.com](mailto:treasurercwespta@gmail.com) or to the treasurer's folder in the front office at school.

**All expenses must have a receipt, invoice or documentation attached to be processed.**

|  |  |                          |  |
|--|--|--------------------------|--|
| <b>Date:</b>                                     |  | <b>Amount Requested:</b> |  |
| <b>Person Requesting Check:</b>                  |  |                          |  |
| <b>Phone # or e-mail of requestor:</b>           |  |                          |  |
| <b>Make Check Payable to:</b>                    |  |                          |  |
| <b>Please mail the check to this address:</b>    |  |                          |  |
| <b>Please return the check to the requestor:</b> |  |                          |  |
| <b>Description of Expense:</b>                   |  |                          |  |

**Budget Category:** *(if choosing more than one, please show breakdown of expenses in description or attached documentation.)*

- |  |  |
|--|--|
| <input type="checkbox"/> Bingo Night<br><input type="checkbox"/> Buildings & Grounds<br><input type="checkbox"/> Chess Club<br><input type="checkbox"/> Classroom/Specials Grant<br>Grade: _____<br>Program: _____<br><input type="checkbox"/> Cougar Cards<br><input type="checkbox"/> Cougar Crawl | <input type="checkbox"/> Cultural Arts<br><input type="checkbox"/> Fun Fair<br><input type="checkbox"/> GRACE Arts<br><input type="checkbox"/> Read-a-Thon<br><input type="checkbox"/> Reflections<br><input type="checkbox"/> Spiritwear<br><input type="checkbox"/> Other<br>_____ |
|--|--|

---

*For Treasurer's use only:*

Budget Approval: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_