



Washington School PTA

Washington Elementary School • Washington Ave. & Whitewood Rd. • Union, NJ 07083

WASHINGTON ELEMENTARY SCHOOL PTA TREASURER CHECK REQUISITION FORM 2017-2018

REQUESTOR NAME: _____

DATE: _____

EVENT/COMMITTEE: _____

EMAIL: _____

PAYMENT FOR GOODS/SERVICES

REIMBURSEMENT

RECEIVED REIMBURSEMENT CHECK FROM: (CHOOSE ONE METHOD OF REIMBURSEMENT)

IN PERSON

CHILD'S BACKPACK

CHILD'S NAME: _____

CHILD'S TEACHER: _____

CHECK REQUEST TO AN INDIVIDUAL

PLEASE ATTACH RECEIPTS ACCORDINGLY

CHECK REQUEST TO VENDOR/BUSINESS

PLEASE ATTACH INVOICES ACCORDINGLY

CHECK REQUEST WITHOUT DOCUMENTATION OR RECEIPT

PLEASE EXPLAIN BELOW

REASON FOR NO DOCUMENTATION:

DESCRIPTION OF PURCHASE

MAKE CHECK OUT TO: _____

CHECK AMOUNT: \$ _____

DATE NEEDED: _____

TREASURER USE ONLY

CHECK NUMBER: _____

CHECK TOTAL: _____

CHECK DATE: _____

TREASURER SIGNATURE: _____ Aracely DiGirolamo

PRESIDENT SIGNATURE: _____ Amy Phillips