



# Washington School PTA

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

## WASHINGTON ELEMENTARY SCHOOL PTA TREASURER CHECK REQUISITION FORM 2018-2019

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: \_\_\_\_\_

Nicole Ahern