

Attach ORIGINAL receipts here



William Fox Elementary School PTA
 2300 Hanover Avenue
 Richmond, VA 23220

CHECK REQUEST FORM

Instructions:

Complete items 1-8, attach original receipts and turn in to Treasurer's box.

1. Check to be made Payable to: _____

2. Person Requesting Check: _____

3. Email or Phone #: _____

4. Amount of Check: \$ _____

5. Explanation of Expenditures: _____

6. Committee and/or Account: _____

7. Committee Chair's Signature: _____

8. Will pick up check in the PTA In box Please mail to the above address

Other: _____

9. President's Signature: _____

FOR TREASURER'S USE ONLY

IS THIS EXPENDITURE AN APPROVED BUDGET ITEM? _____

ACCOUNT TO BE CHARGED _____ CHECK # _____

TREASURER'S SIGNATURE _____ DATE PAID _____