

Joaquin Moraga PTA

Check Request / Approval Form

FACULTY / STAFF

Amount: _____ Date Submitted: _____

Payable to: _____

Address: _____ . State ____ Zip _____

Description of expense: _____

Expense Category	Amount
<input type="checkbox"/> Emergency Supplies	_____
<input type="checkbox"/> Classroom Supplies	_____
<input type="checkbox"/> School Pride	_____
<input type="checkbox"/> Counselor's Support	_____
<input type="checkbox"/> JM Garden	_____
<input type="checkbox"/> Science Fair	_____
<input type="checkbox"/> Principal's Discretionary Fund	_____
<input type="checkbox"/> Assistant Principal's Discretionary Fund	_____
<input type="checkbox"/> Where Everyone Belongs	_____
<input type="checkbox"/> Other: _____	_____

Person Requesting Check: _____

Disposition of Check: By mail (attach SASE) _____ Leave in Box _____

Principal Mike Plant Approval _____

Original receipts/invoices must be attached before a check can be issued

AND

Approved by Principal

Treasurer's Use Only

JMIS PTA Approval: President _____ Secretary _____

Receipts and Invoices will NOT be returned. Please copy receipts for your own records.

Please place the completed form and attached receipts in the PTA Treasurer's box in office.

If you have questions or need help, please email treasurer@jmpta.org