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CHECK REQUISITION

Please check appropriate box

- PTA ACCOUNT
 TEACHER ACCOUNT
 ACT ACCOUNT

Today's date: _____

Payable to: _____

Amount: \$ _____ Requested by: _____

For: _____

Please attach original receipt/ invoice/bill to this requisition otherwise the requisition will not be processed.

Please retain a copy of your receipt/invoice/bill for your records.
Original will not be returned.

Please place completed form in the PTA Treasurer's Box. Thank you!

TREASURER'S USE ONLY

Date check issued: _____ Check number: _____

Check amount: \$ _____ Budget category: _____