

# McMurray Elementary PTA Check Request

*To be completed by Committee Representative:*

*Please remember to attach your receipts, invoices or other support documents to this request.  
Place completed forms in Treasurer's mailbox in the PTA room*

Committee: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Amount to be paid: \_\_\_\_\_

Reason for check: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Please forward payment as requested below:

\_\_\_\_\_ Deposit in Committee or Teacher Mailbox at McMurray School

\_\_\_\_\_ Send via mail to the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*To be completed by Treasurer:*

Check #: \_\_\_\_\_

Budget Line Item: \_\_\_\_\_

Date Paid: \_\_\_\_\_