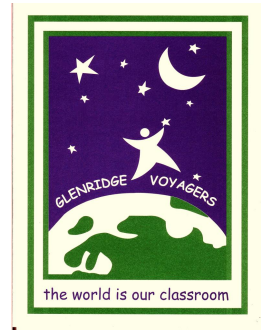


Glenridge Elementary PTSA  
 Local Unit 9.7.77  
 19405 – 120<sup>th</sup> AVE SE  
 Kent, WA 98058



**~ Check Request Form ~**

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

**Please complete this form and it must include receipts. Thank You!**

**Committee/Event/Classroom:** \_\_\_\_\_  
 (Example: Fundraisers/Book Fair; Family Events/Dance Night, Classroom Support/Staff Request)

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose (what is/was the money spent for?)	Amount
	\$ .
	\$ .
	\$ .
	\$ .
	\$ .
	\$ .
	\$ .
	\$ .
	\$ .

**Date check needed:** \_\_\_/\_\_\_/\_\_\_ **Total Check Requested Amount:** \$ \_\_\_\_\_.

Payable to: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**~ Treasurer's Record ~**

Check Date: \_\_\_/\_\_\_/\_\_\_ Check Amount: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

Payee: \_\_\_\_\_ Treasurer's Signature: \_\_\_\_\_

Expense Category: \_\_\_\_\_ SubCategory: \_\_\_\_\_