

St Anne's Parents' Association

Posting Acct.# _____

PA Treasurer

CHECK REQUEST

Check #: _____

Date: _____

Date: _____

Amount: \$ _____

Payable To: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Description: (Please provide detail for appropriate posting and attach all receipts & invoices)

Check Category:

_____ School Store Hospitality _____

_____ Holiday Market In-School Volunteers _____

_____ Book Fair All School Picnic _____

_____ Pumpkin Patch Faculty Appreciation _____

_____ Benefit / Bingo Newsletter _____

_____ Flower Sale Administration _____

_____ Grocery Cards Transfers _____

_____ Dads & Donuts Memorial Funds _____

_____ Back in the Saddle Other (write in detail) _____

CHECK ONE:

Requestor Signature

Mail check to above _____

Address _____

Approval (PA Treasurer)

Leave in PA Office _____

For Pick-up

Leave this request in the PA treasurer's box, PA Office. Checks are printed weekly.