

Joaquin Moraga PTA 2009/2010 Check Request/Authorization

Amount: _____ Date Submitted: _____ Date Needed: _____

Payable to: _____

Address: _____

Description of expense: _____

Budget Account Name: _____

Person Requesting Check: _____

Disposition of Check:

- Leave in PTA Box _____
- By Mail (**attach SelfAddressedStampedEnv**) _____
- Pick up at Treasurer's house _____
- Leave in PTA Treasurer's Box _____
- Other _____

Receipts/invoices must be attached before a check can be issued.

Treasurer's Use Only

JM PTA Approval: President _____ Secretary _____

Receipts and Invoices will NOT be returned.

Please copy receipts for your own records and requirements.

Place completed form and attached receipts in PTA Treasurer's box in office.

Sandy Chen

22 Harrington Rd.

(925)631-0628

sandy.chen04@comcast.net

Joaquin Moraga PTA 2008/2009
Check Request/Approval Form
FACULTY/STAFF

Amount: _____

Date Submitted: _____

Payable to: _____

Address: _____ State ____ Zip _____

Description of expense: _____

<u>Expense Category</u> _____	<u>Amount</u>
<input type="checkbox"/> Counselor's Support	_____
<input type="checkbox"/> Curriculum & Supplemental	_____
<input type="checkbox"/> Classroom Supplies	_____
<input type="checkbox"/> Electives Support	_____
<input type="checkbox"/> Library	_____
<input type="checkbox"/> Principal's Discretionary Fund	_____
<input type="checkbox"/> Asst. Principal's Discretionary Fund	_____
<input type="checkbox"/> Staff Development Eng	_____
<input type="checkbox"/> Staff Development Other	_____
<input type="checkbox"/> Student Newspaper	_____
<input type="checkbox"/> Student Services Support	_____
<input type="checkbox"/> Other	_____

Person Requesting Check: _____

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

Approval _____ Bruce Burns

Original receipts/invoices must be attached before a check can be issued
AND
Approved by Principal

<u>Treasurer's Use Only</u>	
JM PTA Approval: President _____	Secretary _____

Receipts and Invoices will NOT be returned.
Please copy receipts for your own records and requirements.
Place completed form and attached receipts in PTA Treasurer's box in office.