

Northwestern Middle School PTA
2009/2010 Request for Check

Date of Request _____ Date Needed (Emergencies Only) _____

Make Check Payable to: _____

Amount of Check _____

BUDGET CATEGORY- Circle One

Ways & Means	Communications	Student Services	Educational Enrichment	Administration
Enrichment Fund	Website	Copy Center	School Improvements	Audit
Membership	Information Day	Grounds	Music Showcase	Bonding/Insurance
Box Tops	Hospitality-Staff		PastWords	Incorporation Exp
Spiritwear	Newsletter	Helping Hands	Pride	North Fulton Dues
Directory		Media Center	Reflections	Other
Directory Ads			Special Needs	Scholarships
			Staff and Student	
			TAG	
			Winter Gallery	
Community Relations	Student Services	Special Events		
Historian	Copy Center	8 th Grade Dance		
Legislation	Grounds	Career Day-8th		
Outreach	Health & Safety	Health Fair-7th		
Helping Hands	Media Center	Wildcat Days		
Parent Education	Red Ribbon Week	Fun Night - 6 th		

Description of Expenditure _____

Return check to _____

Via _____ PTA Mailbox
_____ US Mail (enclose addressed

Envelope – stamped if not to
Vendor)

RECEIPT SHOULD BE ATTACHED UNLESS DISCUSSED WITH TREASURER

REQUIRED SIGNATURES:

Signature of Requestor _____ Phone# _____

Approval Signature _____ Phone # _____
(Area VP or President)

For Treasurer's Use Only

Check Number _____ Check Amount _____ Check Date _____

Date Distributed _____ Method of Distribution _____