



Westpark Elementary PTA 2022-2023 Check Request/Payment Authorization Form

Today's Date		
Name of Person Making Request		
Email Address		
PTA Event/Program		
Amount Requested		
Brief Description of Item(s)		
Write Check Payable to		
Address of Payee		
How do you want check delivered?	 put in teacher cubby Imail Ieave in PTA office for pickup 	
Please staple itemized invoice(s) or receipt(s) to this request form.		

Checks are issued approximately every 2 weeks. Questions? Email *treasurer@ptawestpark.com*.

	PTA Use Only	
Authorized Signer #1 Name:		
Signature		Date
Circle Role	President / Executive VP / VP 1 / VP 2	
Authorized Signer #2 Name:		Deta
Signature Circle Role	Provident / Executive VD / VD 1 / VD 2	Date
	President / Executive VP / VP 1 / VP 2	
Check # Date	Budget Category	