



## 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?	<ul> <li>put in teacher cubby</li> <li>Imail</li> <li>Ieave in PTA office for pickup</li> </ul>	
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	