



# Creekside Elementary PTA

5321 Ephesus Church Rd.  
Durham, North Carolina 27707  
919 560-3919

## CHECK REQUEST

PLEASE COMPLETE THIS FORM TO USE PTA FUNDS

### Purpose of check:

- Reimbursement

Budget Line Item: \_\_\_\_\_ Amount: \_\_\_\_\_

Budget Line Item: \_\_\_\_\_ Amount: \_\_\_\_\_

- Invoice Payment

Budget Line Item: \_\_\_\_\_ Amount: \_\_\_\_\_

- Other: \_\_\_\_\_ Amount: \_\_\_\_\_

**Payee's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State & Zip:** \_\_\_\_\_

### Purpose for PTA funds:

\_\_\_\_\_  
\_\_\_\_\_

Funds Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Members Who Approved Charges: \_\_\_\_\_

All documentation supporting request (original receipts, original invoices, etc.) must be attached.

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### For PTA Use Only:

Amount: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Account Name: \_\_\_\_\_ Receipt Rec'vd: \_\_\_\_\_

Comments: \_\_\_\_\_