



North Stratfield School PTA  
Request for Check Form

Make check payable to:	<i>Name</i>	
Amount of check:		
Mail check to:	<i>Name</i>	
	<i>Address</i>	
	<i>City/State/ZIP</i>	
Or send via backpack mail to:	<i>Name of Parent c/o Name of Student, Class</i>	
Committee to be charged		
Description of expense		
Requested by:		<i>Date</i>
Approvals: Committee Chair		<i>Date</i>
PTA President		<i>Date</i>

Treasurer's Documentation	
Check #:	<i>Date</i>

**Documentation must be attached to this request. (Receipts, invoices, etc.)**