Cornerstone Elementary PTA
Check Request Form

Date of Request _____   Amount $ _____

Budget Account _____

Details _____

_____

Please attach <u>original</u> receipts.

Note: Cornerstone PTA will not reimburse taxes.

Check Payable To _____

Address _____

Approval #1 _____   Date _____

Approval #2 _____   Date _____

For Treasurer's Use

Check # _____   Check Amount $ _____

Check Made Payable To _____

Method of Delivery: Hand Delivered   Mailed   Teacher Mailbox

Date of Delivery _____