

CHECK REQUEST FORM - PARENTS CLUB – *check the relevant event box below*

Please prepare a check to the following payee

PAYEE:

ADDRESS: _____

Requested by:

Date Requested: _____

Approved by:

Date Approved: _____

- Auction
 International Night
 Conference Week
 New Family Social
 Back to School Coffee
 Santa's Workshop
 Book Faire
 Spelling Bee
 Enrichment
 Hot dog lunch
 Graduation
 Hospitality/Gifts
 Supplies
 Teacher/Staff Birthday's
 Teacher Appreciation
 Christmas Ornaments
 Father/Daughter dance
 Mother/Son bingo

EVENT DETAILS: _____

CHECK AMOUNT: \$ _____

Item Description:	Amount:
	\$
	\$
	\$
TOTAL	\$

(Total of above amounts must equal check amount)

Please attach supporting documents/receipts

Additional Information: _____

FOR OFFICE USE ONLY

CHECK NUMBER: _____

DATE PROCESSED: _____

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