

Burton Elementary School PTA
Check Requisition Form

Please attach relevant receipts or invoices or check will not be issued

PTA Event/Expense Type:

(Fun Run, Spring Festival, etc.)

Event Date (if applicable)

Check Amount:

Make Check Payable To:

Grade and Classroom:

_____ *(If applicable)*

Detailed Explanation of Purchase/Service:

Requestor Information:

Signature

Date

Name/address

Requester's Phone

Requester's Email

For Treasurer's Use Only

Budget Category

Check Number:

Treasurer's Report Date:

Date Paid Amount:

Please contact Alyssa Levin with any questions at Atrots@gmail.com or (248) 882 1335