

WARRANT

Request for Check or Reimbursement

Requested by _____

Date _____

Payable To: _____

Check To Be: Picked Up

Mailed To: _____

PLEASE ATTACH ALL RECEIPTS AND DOCUMENTS SUPPORTING EXPENDITURES TO THE BACK OF THIS FORM

BUDGET ITEM: _____

DESCRIPTION OF EXPENDITURE	AMOUNT

TOTAL AMOUNT \$ _____

Approval: _____
Committee Chairperson

This Portion To Be Completed By Treasurer/PTA Board Only

Approval: _____
Recording Secretary

Approval: _____
President

Board Approval Date: _____

Payment date: _____

Warrant Number: _____

Mailed/Delivered Date: _____