



MAERCKER DISTRICT 60 PTA CHECK REQUISITION FORM

Updated: November 2014

Date _____

Event Title _____

Total Amount: \$ _____

Please select from the following categories:

Food For Event: \$ _____

Decorations (including paper products):
\$ _____

Products (i.e. items for sale, raffles/prizes, etc...)
\$ _____

Entertainment/Speaker: \$ _____

Other, explain: \$ _____

Check Payable to _____

Address _____

Detailed Description _____

Check Requested by _____

FINANCE USE ONLY

Date of Check _____ Check No. _____ Amount _____.

Instructions: This form needs to be completed and submitted to the PTA Treasurer before reimbursements will be made. The **ORIGINAL RECEIPT** should be stapled to this form. Maercker PTA will not reimburse for taxes on items purchased where a tax exempt status could have been used.