



TERRASET PTA CHECK REQUEST (VOUCHER)

Make check payable to: _____

Mail or drop-off check to: _____

Amount requested: _____ Date requested: _____

Requested by: _____

Please check one:

- Reimbursement (attach receipts)
- Pre-payment for approved budget item

Budget item: _____

(Teacher Development, Programs, Computer Technology, Field Trip Buses, State/National Dues, Bonding/Liability, Supplies, Postage)

Explanation: _____

Approved by: _____ Date: _____

(President, Terraset PTA)

If you are Terraset staff, please provide the following:

Approved by: _____ Date approved: _____

(Principal, Terraset Elementary School)

FOR TREASURER USE ONLY

Date Paid: _____

Check Number: _____

Amount: _____