

OAK PTA CHECK REQUEST FORM 2007-2008

- 1) Fill in this form completely
- 2) Staple receipts/invoices to the back of the completed form and place it in the Treasurer's drawer in the Oak School Office
- 3) If a single item is \$350 or more, committee chairperson signature is required for processing
- 4) Checks are written twice a month. Checks will be sent to the mailing address below unless otherwise indicated (i.e. rush pick up)
- 5) If you have any questions, feel free to call Rita Martin at 650-965-7850 or martinville@pacbell.net

DATE OF REQUEST: _____ CHAIRPERSON SIGNATURE IF > \$350 _____

SUBMITTER'S NAME: _____ SUBMITTER'S SIGNATURE: _____

SUBMITTER E-MAIL ADDRESS & PHONE NUMBER: _____

CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

Date	Purpose of Expenditure (Hot Lunch, Room Party for Rm. 21, etc.)	Description	\$ Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL:			_____