

**Alanton PTA Check Request**

Date: \_\_\_\_\_

Check payable to: (name) \_\_\_\_\_  
(address-if check is to be mailed) \_\_\_\_\_  
\_\_\_\_\_

Check requested by: \_\_\_\_\_

List Receipts: **(All receipts must be attached.)**

Store	Items	Amount	Committee/Event to be charged

Total Amount: \$ \_\_\_\_\_

When check is ready, please: \_\_\_\_\_ Mail to payee \_\_\_\_\_ Return to requestor  
(If not checked, the check will be returned to requestor)

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