

Rosy Mound Elementary PTA Check Request Documentation

For Treasurer Use Only		
Check #	_____	Date _____
Posted	_____	Dated mailed _____
Account	_____	

Date Requested _____

Requested per _____

Check written to: _____

address: _____

contact: _____

Amount _____

Committee / Event : _____

Description for Reimbursement:

Approvals: _____

Date: _____

Receipts, invoices, or contracts must be attached to this form.

Complete form and submit to the Rosy Mound PTA Treasurer, Joe Oberlee,
questions 616 283-5654 or oberleej@yahoo.com