

**AVON LAKE PTA COUNCIL
CHECK REQUEST
2017-2018**

Treasurer Use Only:	
Check #	
Date	
Amount	

Date: _____

Date Required: _____

Amount: _____ () Receipt Attached
(PTA cannot reimburse for sales tax)

Payable To: _____

Committee: _____

Member Name: _____

Approval of Chair: _____

resident Approval: _____

Description: _____

Form must be approved and signed by Committee Chair and President prior to being submitted to the Treasurer.

() PLEASE MAIL/DELIVER THE CHECK TO THE FOLLOWING:

If you have any questions, please contact the Treasurer, Nancy Klingshirn at 440.933.7802 or nancyjeanine.nk@gmail.com