



Coral Reef Elementary PTA
7955 SW 152nd Street
Village of Palmetto Bay, Florida 33157
305-235-1464

CHECK REQUEST FORM

Requestor Name: _____ Phone#: _____

Date Submitted: _____ Date Needed: _____

MAKE CHECK PAYABLE TO: _____

Deliver check to: _____

Amount: \$ _____

Budget Category / Reason: _____

PLEASE ATTACH BACK-UP DOCUMENTATION

Requested by: _____ Signature

Committee Expense: _____ Chairperson's Signature

Approved by: _____ President's Signature

.....

FOR TREASURER'S USE ONLY

Budget Category: _____

Date Paid: _____

Check #: _____

Check Amount: _____

Treasurer's Initial: _____

Check # _____