

**Oak Tree PTA
226 Applegarth Road
Monroe Township, NJ 08831
CHECK REQUEST FORM**

Requested By:

Name

Signature

Date

Amount:

\$ _____

Payable To:

Reason for Check:

Budget Category:

Authorized By:

President

Date:

Check #

Amount \$

Date:

Treasurer

Account Charged:

This expense voucher must be submitted to the Treasurer within two weeks (14 days) of the expense and must have receipts, invoices, or order forms attached.