

**ROCKY RIVER HIGH SCHOOL PTA**

District 12

Rocky River, Ohio

I.R.S. Tax-Exempt Number:

23-7252950

Ohio PTA Group Exempt Number:

2394**REQUEST FOR A BANK CHECK****EXPENSE SHEET**

(Please Attach Receipts)

Name of Committee: \_\_\_\_\_

Description of Expense: \_\_\_\_\_

*For Treasurer's Use Only*

Check Number: \_\_\_\_\_

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

Paid to: \_\_\_\_\_

Budgeted Category: \_\_\_\_\_

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

Requested By: \_\_\_\_\_

Explanation, If Needed: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Budgeted Item: Yes No

Item within Budgeted Amount: Yes No

(Circle "Yes" or "No". If "No", then complete the next two lines.)

Expense Approved by Motion: Yes

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

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