

# GOLDWOOD PRIMARY SCHOOL PTA

District 12

Rocky River, Ohio

**I.R.S. Tax-Exempt Number:**

23-7252897

**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:

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: \_\_\_\_\_

Requested By:

\_\_\_\_\_

Total Amount Requested:

Explanation, If Needed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_