

ROCKY RIVER MIDDLE SCHOOL PTA

District 12

Rocky River, Ohio

I.R.S. Tax-Exempt Number:

23-7252951

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:
