



Benson Hill Elementary PTA



Local Unit 9.11.005
18665 – 116th AVE SE
Renton, WA 98058

~ Check Request Form ~

Date: _____

Please complete this form and it must include receipts. Thank You!

Committee/Event/Classroom: _____
(Example: Fundraisers/Book Fair; Family Events/Dance Night, Classroom Support/Staff Request)

Submitted by: _____ Signature: _____ Phone: _____

Purpose (what is/was the money spent for?)	Amount
	\$.
	\$.
	\$.
	\$.

Date check needed: ___ / ___ / ___ **Total Check Requested Amount:** \$ _____.

Payable to: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

< Processed Check Goes Here >

~ Treasurer's Record ~

Check Date: ___ / ___ / ___ Check Amount: \$ _____ Check Number: _____

Payee: _____ Treasurer's Signature: _____

Expense Category: _____ SubCategory: _____