

**Hilliard Elementary PTA  
CHECK REQUEST FORM**

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Please complete this form showing a breakdown of expenses and attach supporting receipts. If receipts contain other than PTA expenses, please highlight the pertinent expenses. Place in the PTA mailbox at school or mail to Treasurer, c/o Hilliard School, 24365 Hilliard Blvd., Westlake, OH 44145.

Date: \_\_\_\_\_ Committee expense relates to: \_\_\_\_\_

Mail Check \_\_\_\_\_ Put in PTA or other school mailbox

Please make check payable to: \_\_\_\_\_

Address if mailing requested: \_\_\_\_\_

\_\_\_\_\_

Breakdown of expenditures or attach separate sheet:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Check Amount \$ \_\_\_\_\_

**Signature**

\_\_\_\_\_, Member submitting

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**For Treasurer's Use Only**

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

Check #: \_\_\_\_\_

Received By: \_\_\_\_\_

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

Account Charged: \_\_\_\_\_

Check Amount: \_\_\_\_\_

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