

# WARRANT

Request for Check or Reimbursement

Requested by \_\_\_\_\_

Date \_\_\_\_\_

Payable To: \_\_\_\_\_

Check To Be:  Picked Up

Mailed To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH ALL RECEIPTS AND DOCUMENTS SUPPORTING EXPENDITURES TO THE BACK OF THIS FORM**

BUDGET ITEM: \_\_\_\_\_

DESCRIPTION OF EXPENDITURE	AMOUNT

TOTAL AMOUNT \$ \_\_\_\_\_

Approval: \_\_\_\_\_  
Committee Chairperson

*This Portion To Be Completed By Treasurer/PTA Board Only*

Approval: \_\_\_\_\_  
*Recording Secretary*

Approval: \_\_\_\_\_  
*President*

Board Approval Date: \_\_\_\_\_

Payment date: \_\_\_\_\_

Warrant Number: \_\_\_\_\_

Mailed/Delivered Date: \_\_\_\_\_