

El Carmelo PTA Check Request

Name: _____ Date: _____

Phone: _____ Email: _____

Receipts must be attached

Budget Category	Event	Amount
Total Amount Requested		

Note: Checks will be issued two times per month, on approximately the 5th and the 25th of every month. Please contact the treasurer(s) if you need the check issued immediately.

Date Needed: _____

Payable to: _____

Delivery Options:

Mail to: _____

Address: _____

Hold at office for pick-up by: _____

Other: _____

Jennifer Chu, Treasurer 650-380-8470 bcdchu@yahoo.com
