

**MURDOCK ELEMENTARY PTA 2010-2011
CHECK REQUEST / ADVANCE REQUEST**

CHECK REQUEST AMOUNT (RECEIPTS MUST BE ATTACHED):
ADVANCE REQUEST AMOUNT:

\$ _____
\$ _____

PAYABLE TO: _____
ADDRESS (if mailing): _____

DATE CHECK NEEDED: _____
REQUESTOR'S NAME: _____

TODAY'S DATE: _____
SIGNATURE: _____

CHECK ACCOUNT TO BE CHARGED

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> ACCELERATED READER | <input type="checkbox"/> FIFTH GRADE ACTIVITIES | <input type="checkbox"/> MT HELIX COUNCIL/INS | <input type="checkbox"/> SCIENCE FIELD DAY |
| <input type="checkbox"/> ART DOCENT | <input type="checkbox"/> "FUNRAISING" _____ | <input type="checkbox"/> MUSIC PROGRAM | <input type="checkbox"/> SPECIAL PROJECTS |
| <input type="checkbox"/> ASSEMBLIES | <input type="checkbox"/> HISTORIAN SUPPLIES | <input type="checkbox"/> NEWSLETTER | <input type="checkbox"/> SPRING FLING |
| <input type="checkbox"/> AWARDS/RECOGNITION | <input type="checkbox"/> HONORARY SERVICE AWARD | <input type="checkbox"/> OFFICE SUPPLY/COPYING | <input type="checkbox"/> STUDENT TRIP TRANSPORT. |
| <input type="checkbox"/> BIRTHDAY BOOK | <input type="checkbox"/> HOSPITALITY | <input type="checkbox"/> PARENT EDUCATION | <input type="checkbox"/> T-SHIRT COSTS |
| <input type="checkbox"/> BOOK SWAP | <input type="checkbox"/> INSTALLATION DINNER | <input type="checkbox"/> PE DOCENT | <input type="checkbox"/> VOLUNTEER PROGRAM |
| <input type="checkbox"/> CONVENTION/CONFERENCE | <input type="checkbox"/> JOG-A-THON | <input type="checkbox"/> PRESIDENT'S OOP | <input type="checkbox"/> WEB/E-FOLDER |
| <input type="checkbox"/> DONATION | <input type="checkbox"/> LIBRARY/MEDIA | <input type="checkbox"/> RED RIBBON WEEK | <input type="checkbox"/> 4TH/5TH SCHOLARSHIP |
| <input type="checkbox"/> EXERCISE FOR EDUCATION | <input type="checkbox"/> LITERACY/READING INCENTIVE | <input type="checkbox"/> REFLECTIONS | <input type="checkbox"/> 9TH DIST. PTA/FOUND. DAY |
| <input type="checkbox"/> FALL FESTIVAL | <input type="checkbox"/> MEMBERSHIP | <input type="checkbox"/> RUN-4-FUN | <input type="checkbox"/> _____ |

APPROVED BY:

DATE: _____ SIGNATURE: _____
DATE: _____ SIGNATURE: _____
DATE PAID: _____ CHECK NUMBER: _____

entered in QB _____

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