

(Please retain a copy of receipts for your own record. Staple receipts on the back and enclose in manila envelope)

\* Please check the office on Fridays for reimbursement checks

**GRAHAM MIDDLE SCHOOL PTA  
CHECK REQUEST or DEPOSIT FORM**

\_\_\_\_\_ Deposit

\_\_\_\_\_ Check Request (*check only*)

**DEPOSIT SECTION**

Deposit Amount: \$ \_\_\_\_\_

Activities Generating this Deposit (please list cash and checks separately):

Activity/Details	Amount
_____	\$ _____
_____	\$ _____
<b>Total (must agree with Deposit Amount above):</b>	<b>\$ _____</b>

**CHECK REQUEST SECTION**

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

Payable to: \_\_\_\_\_

Give check to: \_\_\_\_\_

Description of Request (indicate activity / budget item associated with request):

Activity/Details	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total (must agree with Check Amount above):</b>	<b>\$ _____</b>
	<b>Check#</b>

Submitted By: \_\_\_\_\_

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

Event / Item Chair Signature: \_\_\_\_\_

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

Secretary's Signature: \_\_\_\_\_

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

President's Signature: \_\_\_\_\_

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

Treasurer Signoff: \_\_\_\_\_

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