

**FORT LEWIS ELEMENTARY SCHOOL
PTA CHECK REQUEST**

DATE: _____ AMOUNT: _____

CHECK PAYABLE TO: _____

DESCRIPTION: _____
(Attach Receipts)

BUDGET ITEM: _____

REQUESTED BY: _____

AUTHORIZED BY: _____
(PTA President or Committee Chairperson)

TREASURER'S USE ONLY

DATE PAID: _____ CHECK #: _____ ACCOUNT #: _____

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