

Check Request Amount: _____

For Office Use Only

Check#: _____

Date: _____

Daniel Webster Magnet School PTA

95 GLENMORE DRIVE
NEW ROCHELLE, NEW YORK 10801

CHECK REQUEST FORM

DATE: ____/____/____

PAYEE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

DESCRIPTION OF EXPENSE FOR WHICH THE PAYMENT IS REQUESTED:

PLEASE CHECK ACCOUNT TO BE CHARGED:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> After School Program | <input type="checkbox"/> Holiday Boutique | <input type="checkbox"/> Office Supplies | <input type="checkbox"/> Trip Funds |
| <input type="checkbox"/> Assemblies | <input type="checkbox"/> Holiday Staff Gifts | <input type="checkbox"/> Officer Expenses | <input type="checkbox"/> Valentine's Boutique |
| <input type="checkbox"/> Author's Visits | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Principal's Fund | <input type="checkbox"/> Walk To School Day |
| <input type="checkbox"/> Black History Night | <input type="checkbox"/> International Dinner | <input type="checkbox"/> Prize Patrol | <input type="checkbox"/> Website Hosting |
| <input type="checkbox"/> Book Fair | <input type="checkbox"/> Learning Garden | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Wrap Sale |
| <input type="checkbox"/> Chess Tournament | <input type="checkbox"/> Lunchtime Activity | <input type="checkbox"/> Publications/Journal Ads | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Classroom Fund | <input type="checkbox"/> Magnet Mile | <input type="checkbox"/> Quickbooks (Online) | <input type="checkbox"/> Webster Chess |
| <input type="checkbox"/> Constant Contact | <input type="checkbox"/> Membership | <input type="checkbox"/> Read A Thon | <input type="checkbox"/> Webster Troopers |
| <input type="checkbox"/> Creative Solutions to Conflict | <input type="checkbox"/> NRPTA Council | <input type="checkbox"/> Staff Recognition | <input type="checkbox"/> Webster Twirlers |
| <input type="checkbox"/> Family Dance Night | <input type="checkbox"/> New Student Social | <input type="checkbox"/> Star Bakers | <input type="checkbox"/> Webster Wildcats |

** CHECK ONE: RETURN CHECK TO REQUESTER
 MAIL TO PAYEE

SIGNATURE OF PERSON REQUESTING CHECK: _____

1. Please attach all receipts to the check request. Where a service is rendered (e.g., After School program), the recipient's address and tax ID number must be provided.

2. Daniel Webster PTA is a **tax exempt** organization. Contact PTA Treasurer for the tax id number.

3. If you have any questions, please contact the PTA Treasurer, Yannet Salierno – treasurer@ptawebster.org.