

**Palmetto Middle School
PTSA Check/Payment Requisition**

_____ (for Treasurer use)

Date submitted: _____

Payable to: _____

_____ (address)*

Receipts attached: Y / N ___ Invoice to be paid* Amount: _____

Explanation/Description: _____

BUDGET ACCOUNT: _____

Requested by: _____ Phone: _____
signature
_____ print name

Date PAID: _____ Check # _____

Approved & processed: _____ (Treasurer initials or signature)

VP's Initials

VP's Initials