

Northwood Elementary School PTA
Requisition for Purchase

NOTICE: Approval must be obtained from the PTA President or appropriate Vice-President prior to the purchase of any items.

Date: _____

Description of item/s: _____

Amount of purchase: _____

Budget line item to be charged (if known): _____

Make check payable to (your name): _____

Checks are usually sent home with a child registered at Northwood. Please give information below that will allow the PTA Treasurer to send the check home as you wish. If you would prefer that a check NOT be sent home via a child, please staple a self-addressed, stamped envelope to this requisition, and your check will be mailed to you.

Child's name: _____

Teacher/grade: _____

Your signature: _____

Approved by: _____

(Committee VP or President)

Please attach all receipts to this form when you turn it in to the PTA for reimbursement. Checks cannot be issued without proper receipts. Please place completed requisitions in the Treasurer's folder in the PTA workroom, and checks will be issued as soon as possible.

For Treasurer's Use Only

Date Paid: _____

Check #: _____

Amount: _____

Charged to Budget Item: _____