

PLEASANTDALE PTA - SCHOOL DISTRICT 107
7450 South Wolf Road, Burr Ridge, IL 60527

CHECK REQUISITION

(also available online at d107.org via PTA Link)



Committee			
Chairperson		Phone #	
Date Submitted		Date Check Needed:	

Date	Receipt From:	Description of Expense (NOTE: NO SALES TAX IS ELIGIBLE FOR REIMBURSEMENT)	Amount
TOTAL			

Payable To:		
Address:		
Special Check Delivery Instructions:		

Requested By:

Print Name:	
Signature:	
Phone #:	

Accounting Use Only	
Account	Amount
Total Check	
Check Number	Check Date

A MINIMUM OF 3 DAYS IS NEEDED TO PROCESS CHECK REQUESTS.
 A RECEIPT IS REQUIRED FOR ANY REIMBURSEMENT. Please attach.

Contact Dawn Parente @ (312)590-1139 or email parente3377@comcast.net