

# Herndon High School PTSA Check Request 2011 - 2012

To: PTSA Treasurer – Diana Fields [dianafields@verizon.net](mailto:dianafields@verizon.net)  
12235 Parkstream Ter. Herndon, VA 20170 h 703-689-3511

From: \_\_\_\_\_ Date: \_\_\_\_\_

Check \_\_\_\_\_ Due Date: \_\_\_\_\_

Payable to: \_\_\_\_\_

Mail check \_\_\_\_\_ Amount \_\_\_\_\_

to: \_\_\_\_\_ Requested: \_\_\_\_\_

\_\_\_\_\_

**Expense is related to: (Check all that apply. If more than one, include amount for each.)**

Administration	<input type="checkbox"/>		<input type="checkbox"/>	Baccalaureate
Building Donation	<input type="checkbox"/>	_____	<input type="checkbox"/>	Communication
Directory	<input type="checkbox"/>	_____	<input type="checkbox"/>	DAFA
Education Programs	<input type="checkbox"/>	_____	<input type="checkbox"/>	Hospitality
Insurance	<input type="checkbox"/>	_____	<input type="checkbox"/>	Newsletter
Parent Education	<input type="checkbox"/>	_____	<input type="checkbox"/>	Principal's Fund
PTSA Dues	<input type="checkbox"/>	_____	<input type="checkbox"/>	PTSA Library
Reflections	<input type="checkbox"/>	_____	<input type="checkbox"/>	Staff Development
Tax Preparation	<input type="checkbox"/>	_____	<input type="checkbox"/>	Teacher Honorarium
Technology	<input type="checkbox"/>	_____	<input type="checkbox"/>	Technology Scholarship
Special Funding Request (describe)	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Please describe items purchased (or needed) and amounts. Attach all relevant receipts, worksheets, or other documentation. **Within 2 days of receiving the check, all receipts and this form must be given to the Treasurer via electronic mail, mail or dropped off at residence.**

<b>Item(s) purchased or INDICATE IF A DEPOSIT AND DEPOSIT %</b>	<b>Amount</b>
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Submitted by: \_\_\_\_\_ Committee Chair: \_\_\_\_\_  
(if not submitted by committee chair)

Check issued: Number: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_