

**BARTLETT ELEMENTARY SCHOOL
Parents and Teachers of Bartlett**

**Check Request From
2009-20010**

DATE: _____

COMMITTEE/FUND TO BE CHARGED: _____

PERSON REQUESTING CHECK: _____

PHONE NUMBER: _____

DESCRIPTION OF EXPENSE: (PLEASE ATTACH RECEIPTS/INVOICES)

MAKE CHECK PAYABLE TO: _____

IN THE AMOUNT OF: _____

PARENT VOLUNTEERS

(Check will be sent with child specified below unless you note otherwise.)

CHILD'S NAME: _____

TEACHER'S NAME: _____

COMMITTEE CHAIR APPROVAL: _____

TEACHERS

PRINCIPAL APPROVAL: _____

Contact PTB Treasurer Laura Kapraun with any questions: treasurer@bartlettptb.org.

CHECK #: _____

DATE PD.: _____

AMOUNT: _____