

**MEDEA CREEK MIDDLE SCHOOL PFC
CHECK REQUEST FORM (revised 09/05)**

**Complete Back
of Form Before
Submitting.**

PERSON REQUESTING CHECK:

Name Phone Today's Date

PURPOSE OF CHECK: _____

AMOUNT REQUESTED: \$ _____ (receipt or invoice must be attached to this request)

DATE NEEDED: _____

CHECK PAYABLE TO: _____

MAIL CHECK TO (address): _____

OR RETURN CHECK TO: _____ FOR PERSONAL DELIVERY

FOR TREASURERS USE ONLY

CHECK # _____ AMOUNT: \$ _____ CHECK DATE: _____

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CHECK # _____ AMOUNT: \$ _____ CHECK DATE: _____

Please itemize the expenses that this check covers:

Book Sox	\$ _____	See's Candy	\$ _____
Classroom Support	\$ _____	Teacher Wish List	\$ _____
Easy Shop	\$ _____		
Ice Cream	\$ _____	_____	\$ _____
Jog-A-Thon	\$ _____	_____	\$ _____
No Frills	\$ _____		
Open House Silent Auction	\$ _____	_____	\$ _____
Open House Raffle	\$ _____	_____	\$ _____
Open House Dinner	\$ _____		
School Attire	\$ _____	_____	\$ _____

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