

**Windham PTA Request for Check**

**2019-2020**

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

Pay to the Order of: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Check Amount: \_\_\_\_\_

<b>Account</b>	<b>Amount</b>
8th Grade Promotion Ceremony/Dance	
8th Grade Essay Contest Awards	
Academic Recognition (WMS)	
Boston Celtics Night	
Box Tops	
Blue Ribbon Award GBS WCS WMS	
Copying/Printing/Paper	
Duck Race	
Educator of the Year	
Electronics Recycling	
Fall Festival (GBS)	
Harvest Fest	
Ice Cream Social please circle: GBS WCS	
Last Night Donation (WHS)	
Membership Promotions	
Misc. Administrative	
Senior Breakfast	
Nature's Classroom (WMS)	
8th Grade Student Excellence	
Polar Express Movie Night (GBS)	
Presentations please circle: GBS WCS WMS WHS	
Reflections	
Scholarship-Graduating Student (WHS)	
Sign Repair & Maintenance at WCS	
Staff Appreciation Week/ Conference Dinners please circle: GBS WCS WMS WHS	
Teacher Recognition Name Plates	
Other (please explain)	

Treasurer use only:

Payment Date:

Check Number:

Initials:



**You MUST attach an invoice or receipt to be legally reimbursed.**

Please provide a Printed copy of the form along with hard copy of your receipt.

Please mail forms to Windham PTA Treasurer-P.O. Box 780, Windham, NH 03087.

Please contact Karen Curran (karenandjohncurran@comcast.net or 978-852-3713) with questions.