



WAKE FOREST HIGH SCHOOL PTSA
CHECK REQUEST

Date: _____

Make Check Payable To:

Amount: \$ _____

Requested by: _____
Purpose/Activity and Budget Account or Category

Approved by: _____
(PTSA President/ Vice President / Secretary / Treasurer)

Please submit this form along with invoice or documentation. Put in PTSA box in Main Office. Allow five days for the check to be sent to you.

Treasurer's Use

Check Number: _____

Date Written: _____