



# Chantilly High School PTSA

4201 Stringfellow Road  
Chantilly, Va 20151  
(703) 222-8100

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## CHANTILLY HIGH SCHOOL PTSA CHECK REQUEST

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

Requested by: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Pay To: \_\_\_\_\_

\_\_\_\_ School Mail Box Slot

\_\_\_\_ Mail ; Address: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Budget Category (ies): (1) \_\_\_\_\_ \$ \_\_\_\_\_.

(2) \_\_\_\_\_ \$ \_\_\_\_\_.

(3) \_\_\_\_\_ \$ \_\_\_\_\_.

Purpose of Expenditure(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Committee Chair: \_\_\_\_\_

Committee Name: \_\_\_\_\_

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### Treasurer's Use:

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

Check Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Line Description: \_\_\_\_\_

PLEASE ATTACH INVOICES, BILLS, RECEIPTS OR A SIGNED CONTRACT TO THIS REQUEST. A SEPARATE REQUEST IS REQUIRED FOR EACH PAYEE (CHECK), BUT MULTIPLE ITEMS AND CATEGORIES MAY BE INCLUDED IN EACH REQUEST. PLEASE INDICATE AMOUNTS TO BE CHARGED TO EACH BUDGET CATEGORY.

Revised 07/09