

DATE OF CHECK/DEPOSIT:	_____
CHECK #:	_____
CHECK AMOUNT:	_____
DEPOSIT AMOUNT:	_____
(for internal use only)	

**L.B.I. P.T.A.**

**CHECK REQUEST (must include original receipt or invoice)**

AMOUNT: \_\_\_\_\_  
DATE REQUESTED: \_\_\_\_\_  
MAKE CHECK PAYABLE TO: \_\_\_\_\_  
SEND TO (CHILD'S NAME/GRADE/TEACHER): \_\_\_\_\_  
BUDGET CATEGORY: \_\_\_\_\_  
SUBJECT: \_\_\_\_\_

**OR**

**DEPOSIT RECORD (please attach deposit acknowledgement from Bank)**

AMOUNT: \_\_\_\_\_  
DATE OF DEPOSIT: \_\_\_\_\_  
BUDGET CATEGORY: \_\_\_\_\_  
SUBJECT: \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_ (your signature)

**MEMO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SEND TO:**  
Trish McDougall, LBI PTA Treasurer  
C/O Megan McDougall, 4-Daly, LBI Grade School  
Or  
Shelby McDougall, 4-Scholey, LBI Grade School