



Mary-Louise Rognlie
 2782 Prince Harold Court
 Oak Hill, VA 20171
mrognlie@gamerz.net
 703-391-1337

**Fox Mill PTA
 Check Request Form
 2011-2012 School Year**

In order to process your request for reimbursement from the Fox Mill PTA, the following information is required:

Date of request:	
Name of person making request:	
Name of committee/project: (Required)	
Reason for disbursement:	
Amount requested:	
Make check payable to:	
Date check needed:	
<u>Return check</u> or <u>Mail to:</u> (circle one)	Me or Other (specify below):
SCHOOL USE ONLY FME paid bill from acct. number: _____ PO #: _____ Date: _____ Amount: _____	SCHOOL USE ONLY – NOTES Date received check from PTA: _____ Amount of PTA check: _____ Deposit funds into FME account: _____

APPROVED BY: _____
(Executive Board Member)
Required before submitting to treasurer

TREASURER'S USE ONLY	
Check Number	
Amount of Check	
Date Check Written	