Christ the King Catholic Community
CHECK REQUISITION
P.T.O.

Total Amount: $_____ **Date:** _____

Payable to: _____ **Check one:**

_____ _____ Mail

_____ _____ Leave for pick up

_____ _____ Return to _____

Account #	Amount	Explanation/Description:
41-7748	Ex. $18.42	Staples/Back to School Bash Poster

_____ _____
Signature of individual making request Approved by
Committee/Title: _____ Title: _____

(Please attach original receipts and make a copy for your records. Turn in to the Treasurer box located in the copy room. It may take 1-2 weeks or less depending on the circumstances.)