

**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
Committee/Title: _____

Approved by
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.)

Ministry Deposit Slip

41-6748

PTO

Name	Account	Check # or Cash receipt #	Amount	Donation (Y/N)
				n
20's = 10's =				
5's = 1's =				
½'s = Q's =				
D's = N's =				
P's =				

Checks	
Cash	
Total Deposit	

Deposited By: _____ Date: _____

Posted By _____ Date _____

Deposit Slip

Classroom Money

Room Funds Account	Name of Family	Check # or Cash Receipt #	Amount
54 – 41-6930 PreK			
53 - 41-6930 KN			
55 – 41-6930 1 st Grade			
56 - 41-6930 2 nd Grade			
57 – 41-6930 3 rd Grade			
58 – 41-6930 4 th Grade			
59 – 41-6930 5 th Grade			
60 – 41-6930 6 th Grade			
61 – 41-6930 7 th Grade			
62 – 41-6930 8 th Grade			
Checks			
Cash			
Total Deposit			

(Circle or highlight the correct account above)

Deposited By: _____ Date: _____

Posted By _____ Date _____

CHECK REQUEST
Room Funds Check Request

Total Amount: \$ _____

Date: _____

Payable to : _____

Check One: _____ Mail

_____ Leave for pick up

_____ Rtn to _____

Account #44-7738
Room Rep Funds:*

- 54 – PreK
- 53 – KN
- 55 – 1st Grade
- 56 – 2nd Grade
- 57 – 3rd Grade
- 58 – 4th Grade
- 59 – 5th Grade
- 60 – 6th Grade
- 61 – 7th Grade
- 62 – 8th Grade

Please check the appropriate box above.

Explanation/Description: _____

Signature of Individual Making Request

Approved By

***Room Rep Funds require approval from Principal.**