



PTG Check Request

1910 San Antonio Ave., Alameda, CA 94501

Phone: 510-522-4456 Fax: 510-523-6891

Individual Requesting: _____

Date: _____

Check Written out to: _____

Requestors phone/email/contact info: _____

Indicate which applies:

Auction:

Class Funds:

Sports:

PTG General:

<i>Description (Provide Detailed Description or Invoice)</i>	<i>Total</i>
Total Check Amount:	

Requestor's Signature: _____

Send to: SJES office

Original Receipts/Invoice must be attached

MUST BE SUBMITTED WITHIN 30 DAYS AFTER EVENT.

PTG Designated Approval: _____

Check issued by: _____

Check #: _____

Check Date: _____