



# Committee Check Requisition Form

**Ocean Avenue  
Elementary**



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Please fill in **ALL** information. If you have any questions, please contact the Expense Treasurer.

**Date** \_\_\_\_\_

**Committee Name** \_\_\_\_\_

**Committee Chairperson** \_\_\_\_\_

**Requested by** \_\_\_\_\_

**Check Payable to** \_\_\_\_\_

**Mail Check to** \_\_\_\_\_  
**or**  
**Return Check to me** \_\_\_\_\_  
 (circle one)

\_\_\_\_\_

Description	Purpose	Amount
		\$
<b>Total</b>		<b>\$</b>