



# OAKLAND TECHNICAL HIGH SCHOOL

PARENT TEACHER STUDENT ASSOCIATION

Principal Staci Ross-Morrison

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www.OaklandTech.com

## PTSA Check Request

Use this form if you need to be reimbursed for approved expenses or are requesting direct payment to a vendor. Attach original receipts or invoice.

Questions? Email [treasurer@oaklandtech.com](mailto:treasurer@oaklandtech.com).

Type of Request:  General Fund     Restricted Fund (Fund Manager Approval, below)  
 Mini-Grant     Maxi-Grant     Athletics Fund Grant

Date:  Fund:

Requestor  Phone/Email

Event/Activity

Make check payable to:

Check should be:

Left in box in Main Office

Mailed to:

Other:

Description	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>

### Restricted Fund Manager Approval

I authorize the Treasurer of the Oakland PTSA to make this payment:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### For PTSA Use

Check No: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_ Co-Signer: \_\_\_\_\_

Program: \_\_\_\_\_

**Note: if this is payment for services, a completed W-9 from the payee must be on file before a check will be issued.**