



Twenty-third District PTA
3939 Thirteenth Street, P.O. Box 868
Riverside, CA 92502-0868
(951) 826-6822 23rddistpta@rcoe.us

*Please return
to Council
ASAP*

Name of PTA/PTSA Unit/Council

Street Address

City, State, Zip

School Phone # CA State PTA ID # National PTA ID # EIN

The following PTA/PTSA Executive Board Members have:

- read and understand the PTA Financial Policies and Procedures as outlined in the Toolkit
- read and understand the Unit Bylaws
- completed annual financial training
- knowledge of PTA guidelines
- knowledge that their PTA checks read “Two Signatures Required” and “Void if not cashed within 90 days.”

Name (printed)	PTA/PTSA Position	Signature
	President	
	Executive VP (if applicable)	
	Treasurer	
	Secretary	
	Auditor	
	VP Ways & Means	
	VP Programs	
	VP Membership	

Check your bylaws and verify the signers on your checking account. Have them sign below.

- Signer’s Name/Position: _____
- Signer’s Name/Position: _____
- Signer’s Name/Position: _____
- Signer’s Name/Position: _____
- Bank Name: _____
- Address: _____
- Account Number: _____

Date: _____