

Please attach receipts
On back, right side
(behind here!)



2009-2010

CHECK REQUEST FORM:

Attach receipts to the **BACK, right hand** side of this form to be reimbursed. Checks will only be written from the PTA to individuals if paid receipts are attached to the request from (credit card receipts or cash register receipts or an invoice marked paid by the supplier). Invoice to be paid may also be attached – payment will be made directly to the vendor.

***Please make sure you obtain approval and signature from the Vice President of your committee (signature on “VP Approval” line below) before putting this form in the Treasurer’s box.** Your check will be placed in your mail box in the PTA office at the school unless you have specified for it to be mailed to another address and the address is listed on this page.

Date:	Phone #:
Requested By:	Email Address:
Make Check Payable To:	Committee:
Address to mail check to:	

Budget Item/Purpose	Check Total

*Committee VP Approval: _____ PTA President Approval: _____

Treasurer’s Use Only

Date Issued:	
Check Number:	
Treasurers Signature:	

NOTE: For rushes/emergencies call Cindy Tromer 6-566-2665 or email:cindytromer@yahoo.com