

Newcastle Elementary PTSA

Parent Teacher Student Association
2015-2016: Healthy Kids, Healthy Community



STAFF CHECK REQUEST FORM

***Please note: This form should only be completed and submitted to PTSA for food purchases or if Donna has let you know that you have already used the initial amount we gifted to the school for you.**

INSTRUCTIONS:

1. Complete the 3 sections below (Check Request, Approval & Delivery)
2. Attach receipts with expenses clearly marked OR attach invoice from vendor. Do not include credit card or bank account numbers.
3. Turn in to PTSA office or mailbox for approval and processing.

****If you have not received your check or heard anything after 2 weeks, contact the Treasurer.**

CHECK REQUEST:

Requested by: _____ Phone: _____

Date of Request: _____ Date Check Needed: _____

Explanation of Cost & Related Budget: _____

Issue Check to: _____ Amount of Check: _____

APPROVAL:

Executive Committee Member Signature: _____ Date: _____

Title: _____

Executive Committee Member Signature: _____ Date: _____

Title: _____

DELIVERY:

Staff Mailbox

Regular Mail (Mailing Address)

TREASURER'S USE

Check Number: _____ Check Amount: _____

Check Date: _____ Delivery Date: _____

Account Information: _____
