



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 Committee Chair for approval.
4. Committee Chair will submit form to appropriate Executive Committee Member.

** 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:

PTSA Committee Chair Signature: _____ Date: _____

Title: _____

Executive Committee Member Signature: _____ Date: _____

Title: _____

DELIVERY:

Regular Mail (Mailing Address)

PTSA Mailbox

TREASURER'S USE :

Check Number: _____ Check Amount: _____

Check Date: _____ Delivery Date: _____

Account Information: _____
