

**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: \_\_\_\_\_  
\_\_\_\_\_