

PTA CHECK REQUEST

Pay to the Order Of	
Mailing Address	
City, State, Zip Code	
Dollar Amount	
Change to PTA Budget Line Item(s) (if not known, indicate committee)	
Purpose of Expense	
Requestor of Check	
Contact Telephone	
Contact Email	
Request Approved By	

Staple Receipts Here

To Process a Check Request Please Ensure the Following:

1. The form is completed in its entirety. (NO Blanks)
2. The person completing the request **cannot** be the payee.
3. Check requests can only be approved by the Committee Chair, Principal, or a member of the PTA Executive Board.
4. Proper documentation of expenses **must** be attached. Proper documentation would be the original receipt or invoice if the PTA is making a reimbursement to an individual.

Requests submitted by 3pm after the 1st and 3rd Thursday of each month will be processed the following Tuesday.

FOR TREASURER USE ONLY

Paid by Check No.	
Date	
Treasurer Initials	
Reviewer	