



Check Request Form

You must complete the form and attach all receipts and/or supporting documentation for the check. **Submit the request to the PTA Treasurer for approval.** Checks can take up to 3 weeks to be processed.

Date: ____/____/____

Person making the request (print): _____

PTA Position/Committee: _____

Signature: _____

Pay to the order of: _____

Purpose of the check:

- ☐ Fundraising Event: _____
- ☐ Other: _____
- ☐ Teacher Allowance

TOTAL AMOUNT BEING REQUESTED: \$ _____

DESCRIPTION OF EXPENSES INCURRED -

You **must provide** an explanation for the expense and attach itemized receipts/bill/invoice. A request that does not include an itemized explanation of expense may not be processed for payment.

FOR PTA OFFICERS' USE:

Approved by PTA President: _____ Date: ____/____/____

Paid by Treasurer: _____ Date: ____/____/____

Paid with Check #: _____