

Please attach receipts  
On back, right side  
(behind here!)



2021-2022

**PTA CHECK REQUEST FORM:**

Attach receipts to the **BACK, right hand** side of this form to be reimbursed. Checks will only be written from the PTA to individuals if paid receipts are attached to the request form (credit card receipts or cash register receipts or an invoice marked paid by the supplier). Invoices to be paid may also be attached – payment will be made directly to the vendor.

**\*Please make sure you obtain approval and signature from the Vice President of your committee (signature on “VP Approval” line below) before sending it to the Treasurer.** Your check will be placed in your mailbox in the PTA office at the school unless you have specified for it to be mailed to another address and the address is listed on this page.

<b>Date:</b>	<b>Phone #:</b>
<b>Requested By:</b>	<b>Email Address:</b>
<b>Make Check Payable To:</b>	<b>Committee or Budget Category:</b>
<b>Address to mail check to:</b>	

Budget Item/Purpose	Check Total

\*Committee  
VP  
Approval: \_\_\_\_\_

PTA  
President Approval: \_\_\_\_\_

-----Treasurer's Use Only-----

<b>Check Number:</b>	
<b>Date Issued:</b>	
<b>Treasurer's Signature:</b>	

NOTE: For rushes/emergencies call Soo Lee at 419-973-2995 or email sooleecpa@gmail.com