



[Staple Receipts Here]

# CHECK REQUEST FORM

Request date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Email Address: \_\_\_\_\_

Requestor Phone #: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Item/Service Purchased	Amount
	\$
	\$
	\$
	\$
	\$
Total Amount:	\$

- Process Check and:
- Leave in PTA or Teacher/Staff Mailbox
  - Leave in **Check Pickup** folder in PTA File Box
  - Mail directly to requestor or vendor (make sure address provided)

Requestor's Signature: \_\_\_\_\_

**Note:** Please attach receipt(s), invoice, purchase order, quote and/or contract to this form. Put form along with receipts in Treasurer's mailbox in PTA cabinet or scan and email to [eleptatreasurer@gmail.com](mailto:eleptatreasurer@gmail.com). (Prior approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expenses).

Below to be completed by Board of Directors:

President/Fundraising/Secretary Signature Approval: \_\_\_\_\_

Treasurer Signature Approval: \_\_\_\_\_

Check Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Budget Charged: \_\_\_\_\_

Processed  Cleared bank  Expense in QB