

Request for Check or Reimbursement

Checks will be processed within 7-10 days of placement in PTA Treasurer Bin

Request Date: _____

Name: _____

Committee/Category _____

Require Date _____

How should check be delivered? _____ Post Office _____ Kid Mail/Teacher

Description/ Comment: _____

Staple receipts or invoices to this form.

When submitting receipts with personal and PTA items, separate PTA product from personal items— don't forget to add tax when appropriate.

Treasurer Use Only

Check # _____ Date _____ Amount _____

Category _____

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