

## Check Request Form

Today's Date: \_\_\_\_\_ Date Check Needed: \_\_\_\_\_

Nominal check processing time is 1 - 2 weeks

Make Check Payable To: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Reason for Check: \_\_\_\_\_

Supporting Documentation: \_\_\_\_\_

All expenses should be supported by invoice and/or receipts

Leave in school mailbox to the attention of: \_\_\_\_\_

OR Mail Check To: \_\_\_\_\_

Address: \_\_\_\_\_

Check Requested by: \_\_\_\_\_

Telephone / E-mail: \_\_\_\_\_

### **PTSA Committee Chairperson or Exec Committee Member Approval:**

Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_

Please keep a copy of the complete Check Request Form and receipts for your files. Staple together this form, all invoices or receipts (either originals or photocopies), and either *place* in the Treasurer's folder in the PTSA mailbox *or scan* all documents and e-mail to below email address, *or mail* directly to:

Eileen Swoboda  
TJHSST PTSA Treasurer  
3251 Roman Mill Court  
Oakton, VA 22124

Questions? Call Eileen Swoboda (571) 426-0109 or email to [ptsa.treasurer@tjhsst.edu](mailto:ptsa.treasurer@tjhsst.edu)

For Treasurer's Use:

Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

Voucher #: \_\_\_\_\_ Account: \_\_\_\_\_

Date paid by treasurer: \_\_\_\_\_ Date mailed/delivered: \_\_\_\_\_