

CHECK REQUEST FORM

Fairwood Elementary PTSA 9.7.15

For Treasurer's Use

Date paid _____
 Check # _____
 Check Amt _____
 MM Date _____

- Use this form to request a PTSA check.
- Invoices or contract items are paid directly by the treasurer.
- Receipts are required for reimbursement request.
- Submit this form with adequate time (at least three days) to meet payment deadlines.
- Committee chairs are responsible for tracking all expenditures of their committee.
- All requests shall be submitted in a timely manner to maintain an up to date report of the financial standing of the PTSA.
- Per PTSA Standing Rules ~ All requests for reimbursement must be received by June 10th, unless prior arrangement is made with the Treasurer, or they will be considered a donation to the PTSA.
- Treasurer Contact: Sonja Gunderson
 treasurer@fairwoodptsa.org 425-793-5498

MAKE CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

PHONE: _____ COMMITTEE: _____

REQUEST TYPE

- Pay Invoice (include two copies of the invoice to be paid)
 - Amount Due: _____ Date Due: _____
- Payment of Contract (copy of contract must be on file with treasurer)
 - Amount Due: _____ Date Due: _____
- Cash Box Request (cash box inventory form required when post-event deposit is made)
 - Amount: _____ Date Needed: _____
- Reimbursement (receipts required, staple to back of form)

<u>AMOUNT:</u>	<u>DATE:</u>	<u>DESCRIPTION:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$</u> _____	TOTAL	

I verify that I have notified the committee chair of this expenditure

 Signature of Requestor