

**Mountain Park Elementary PTA
REQUEST FOR CHECK**

Please put this form in the Treasurer's Dropbox outside of the school, after receiving the appropriate approval.
Note: A receipt must be attached for all expenses.

Checks will be placed in the Treasurer's Dropbox outside of the school. If you want your check mailed to you, please attach a self-addressed stamped envelope to your check request. Vendor's checks will be mailed to the address provided below. *Lost checks will not be re-issued until after 90 days from the date of the check. All checks not cleared as of June 30 of each year will be voided w/ a stop payment. Please note that per PTA Bylaws, all expenses must be submitted within 45 days of the event. No expenses will be reimbursed after that time.*

Thanks, Caulie Hamling, Treasurer 770-315-2491, cauliehamling@gmail.com

Date of request: _____

Date Needed: Next check run or ____ / ____ / ____

Make check payable to: _____

Amount requested: \$ _____

Description of expenditure: _____

Budget to be charged against: _____

Person requesting: _____

E-mail address: _____ Phone #: _____

Signature of requester: _____

Give or Mail Check to: _____

NOTICE

Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expense. Approval by your Vice President is required before the Treasurer will issue the check.

Signature of Approval: _____

Date: _____

For Treasurer's Use Only

Date issued: _____ Check number: _____

Charged to budget item: _____

Signature of treasurer: _____