

**Mountain Park Elementary PTA
REQUEST FOR CHECK**

Please put this form in the blue PTA dropbox outside of the school or the dropbox on the PTA office door.
Note: A receipt must be attached for all expenses.

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: _____

Make check payable to: _____

Amount requested: \$ _____

Description of expenditure: _____

Person requesting: _____

E-mail address: _____ Phone #: _____

Signature of requester: _____

How would you like to receive your check: *Staff checks will be in your staff mailbox*

- Send home with my student.....Student Name: _____ Teacher: _____
- Put in the PTA office filing cabinet for pickup
- Mail to: _____

NOTICE

Once you turn in this form, the PTA co-presidents will approve Check Requests. To ensure approval, please make sure your expenses are within MPE PTA approved budget. Expenses outside of the approved budget may result in the purchaser having to incur the expense.

Signature of Approval: _____

Date: _____

For Treasurer's Use Only

Date issued: _____ Check number: _____

Charged to budget item: _____

Signature of treasurer: _____