



REQUEST FOR CHECK FORM

FOR TREASURER'S USE:

CHECK # _____ AMOUNT _____ LINE ITEM _____

To request approved funds, please complete the form below and place in the hanging folder marked "TREASURER" located in the PTA mailbox.

PLEASE ATTACH RECEIPT(S). Your check will be left with the school secretary in the office and you will be notified by email when your check is ready.

SALES TAX CANNOT BE REIMBURSED. Please use your tax-exempt letter from your committee's blue binder or pick one up from the PTA hanging folder marked "Vouchers/Tax-Exempt Letters".

If you have any questions, please contact Meeta Sinnappan at 773-931-7037 meetajain11@gmail.com or Anu Fisher at 773-814-4624 fisheranu@gmail.com.

Please complete all items below:

Date: _____ (\$ Amount: _____)

Requested By: _____

Phone/Email: _____

Make Check Payable To: _____

Budget Line # or PTA Committee: _____

These Funds will be used for: _____

Signature of Requestor: _____

Signature of Committee Chair or VP: _____

(SIGNATURE IS REQUIRED FOR ALL CHECK REQUESTS)

Notes/Comments: