



REQUEST FOR CHECK FORM

FOR TREASURER'S USE:

CHECK # _____ **AMOUNT** _____ **LINE ITEM** _____

To request approved funds, please complete the form below and place it 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. Please remember to use the tax-exempt letter from your committee's blue binder or pick one up from the PTA hanging folder marked "Vouchers/Tax-Exempt Letters".

If this is an urgent request, or if you have any questions, please contact:

treasurer@piercedownerpta.org

Erika Nelander 773-412-4075

Mackenzie Gapastione 630-674-3257

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:

Please note - we will reimburse sales tax if it is not possible to use the tax-exempt form (i.e. online purchases through Amazon). Please still make every effort to use the tax-exempt letter from your committee's blue binder or pick one up from the PTA hanging folder marked "Vouchers/Tax-Exempt Letters".