

# Crabapple Middle School PTA Request for Check

Please place completed form in the Treasurer's Folder in the PTA file drawer after obtaining the appropriate approvals.

Check requests will be taken from the Treasurer's folder once a week. Completed checks will be placed/delivered per your request. If you would prefer to have your check mailed to you, please attach a self addressed stamped envelope. Vendor's checks will be mailed to the address you provide or that which is on the invoice.

**Requester completes this section:**

Date of Request: \_\_\_\_\_

Person requesting: \_\_\_\_\_

Amount of Check \_\_\_\_\_ Phone #: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Description of Expenditure: \_\_\_\_\_

Budget to be charged against: \_\_\_\_\_

Place my check: (choose one)

In my PTA committee folder  In my CMS mailbox  mail  (Include  stamped, addressed envelope)

Signature of Requester: \_\_\_\_\_

**Note:**

**Notice**

**Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Approval of a PTA President is required before the Treasurer will issue a check.**

PTA Vice President/CMS Principal Approval: \_\_\_\_\_

Date: \_\_\_\_\_

PTA President Approval: \_\_\_\_\_

Date: \_\_\_\_\_

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## For Treasurer's Use Only

Date Issued: \_\_\_\_\_ Check Number: \_\_\_\_\_

Charged to budget line item: \_\_\_\_\_

Comments: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_