



FULBRIGHT PTA

Check Request

Procedures:

1. Turn in all original receipts with this form within 2 weeks of purchase. Requests should be placed in the PTA mailbox in the workroom adjacent to the school office.
2. Requests will be picked up regularly and checks will be issued within 1 - 2 weeks.
3. Requests without proper form, receipts, approvals, etc. will not be paid and will be returned for correction.

Check requested by: _____ Date requested: _____

Email or phone #: _____ Amount: _____

Payable to: _____

Committee: _____

Description of event: _____

Send check to (address): _____

Committee Chair approval: _____

(required if person requesting check is not chair/co-chair of committee)

TO BE COMPLETED BY TREASURER:

CHECK #: _____ DATE: _____ INITIALS: _____