

Check Request Form

Use this form to receive reimbursement from the PTA or to have payment sent directly to a vendor.

Please complete this form and attach all receipts or invoices. If the invoice needs to be mailed, you need to submit the original and a copy of the invoice. You will need to sign the invoice stating that you agree with the charges on it. Return this form with the relevant documents to the PTA Treasurer's mail box in the office, to the attention of the PTA Treasurer. If you have any questions please feel free to contact me at treasurer@oaktonpta.net

Requestor's Name: _____ Date of Request: _____

Make check payable to: _____

Amount of check: \$ _____ Date Check Must be paid by: _____

List of receipts: (ex: Target \$10.00) _____

Amount	Reason/Category (ex: Spring Picnic)

Signature of Requestor

Please send check:

___ by backpack; Child's name, teacher & grade _____

___ by mail; Home address: _____

___ mail check with invoice to address: _____

___ to my PTA or School office mailbox.

For treasurer's use only.

Check #: _____

Check Date: _____

Category: _____