

Shady Grove Elementary School PTA

Check Request Form

Instructions:

1. Complete and sign this form.
2. Attach all receipts/invoices to support amount on form.
3. Place completed form in the Treasurer's folder in the PTA box or deliver to Treasurer.

*****IMPORTANT: Please submit your check requests in a timely manner, preferably within 30 days of incurring the cost. This helps us manage our budget and make timely payments. Only supporting documentation from the current fiscal year will be accepted.**

It is greatly appreciated if all reasonable efforts are made to deposit issued checks before June 30th, the close of our fiscal year.

Please Note: All checks are automatically void 6 months after issue date.

Date:	<input type="text"/>
Check requested by:	<input type="text"/>
Telephone:	<input type="text"/>
Amount:	<input type="text"/>
Expense account(s):	<input type="text"/>
Purpose of expense:	<input type="text"/>
Other pertinent info:	<input type="text"/>
	<input type="text"/>
Make check payable to:	<input type="text"/>
Address:	<input type="text"/>
Deliver check to:	<input type="text"/>

Print name

Signature

Date

For Treasurer's Use Only:

Date received: _____

Date check cut: _____

Check number: _____

Initials: _____

President's approval: _____

Updated 11/18/22