

# 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. Note: all receipts/invoices must be dated within 30 days of completion of form and delivery to Treasurer.
3. Place completed form in Treasurer's folder in the PTA box or deliver to the Treasurer.

**\*\*\*IMPORTANT: Please submit your check requests promptly after incurring the cost to help us manage our budget and make timely payments. If your supporting documentation is older than 30 days, no check will be issued. We appreciate your donation to the Shady Grove PTA. ☺**

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

Check requested by: \_\_\_\_\_

Telephone: \_\_\_\_\_

Amount: \_\_\_\_\_

Expense account(s): \_\_\_\_\_

Purpose of expense: \_\_\_\_\_

Other pertinent info: \_\_\_\_\_

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

Address: \_\_\_\_\_

Deliver check to: \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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*For Treasurer's Use Only:*

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

Date check cut: \_\_\_\_\_

Check number: \_\_\_\_\_

Initials: \_\_\_\_\_

President's approval: \_\_\_\_\_