

Jefferson Elementary PTA

Request for Check Form

- Please place completed Request for Check Form the Pink reimbursement folder on the top shelf of the PTA cabinet. Please contact the treasurer to let them know form is there.
- **Should be submitted 5 days prior to the date the check is needed.**
- Checks will be held in the JES main office for pick-up. You will be notified when your check is ready for pick-up. Please include your cell phone number below so we can contact you via text.
- Request receipts/invoices from all vendors/stores/booking agencies (personal appearances/lectures/programs) and attach to this form. If additional receipts are received at the time of payment, please give them to the treasurer to be added to this form.
- All requests for money must be within the budgeted amount. Any expenses over the budgeted amount must have PTA Board approval before it can be distributed. Please include all expenses even if over budget for future committee planning.

Please fill in the following and return to pink folder on the PTA cabinet:

Date of Request: _____

Date Needed: _____

Amount: _____

Pay to: _____

Description of Expense: _____

Budget Category (Event): _____

Cell Phone #: _____

Thank you.

Treasurer's Use Only:

Amanda Rost jesptatreasury@gmail.com

Check #	
Amount	
Exp. Cat	
Date	