

Lincroft PTA Check Request Form

◆ Expenses must be submitted to the Treasurer *within 10 days of the Expense or Event*. Be sure to attach receipts, invoices and/or order forms – checks cannot be issued without proper supporting documentation.

Date: _____

Requested by: _____

Amount: _____

Payable to: _____

Committee/Budget Category: _____

Reason for Check: _____

Checks will be placed in your PTA Committee Folder in the main office unless otherwise specified:

Send to my child's classroom (fill in classroom information below):

Child's Name: _____

Child's Teacher: _____

Mail check to the vendor

Address: _____

For Treasurer Use Only:

Check #: _____

Entered in Q:

Date Issued: _____

Date Issued: _____

Authorized by President: _____