

# HAWKES BLUFF ELEMENTARY PTA

## CHECK REQUEST FORM

REQUESTOR: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

PURPOSE OF CHECK: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_ PHONE: \_\_\_\_\_

INDICATE WHERE CHECK SHOULD BE SENT (CHECK ONE):

☐ MAIL TO ADDRESS BELOW      ☐ PUT IN MY BOX AT SCHOOL      ☐ OTHER INSTRUCTIONS BELOW

- SUBMIT THIS COMPLETED FORM WITH THE ORIGINAL INVOICE/RECEIPT(S) TO THE TREASURE OR IN MAILBOX.
- PAYMENT REQUESTS NEED TO BE TURNED IN WITHIN 30 DAYS OF THE EXPENDITURE.
- YOU MUST CASH REIMBURSEMENT CHECKS WITHIN 60 DAYS OF CHECK ISSUED DATE TO ASSURE PAYMENT.

DATE OF EXPENSE	EXPENDITURE DETAILS	AMOUNT
TOTAL REIMBURSEMENT:		\$

APPROVED: President's Signature \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER'S USE ONLY		
Check Date:	Check #:	Amount:
Check Clear Date:	Budget Line Item:	
Approved: Treasurer's Signature:		

**PLEASE REMEMBER TO ATTACH RECEIPTS/INVOICES**

