



Holly Shelter Middle School PTA

Check Request Form

Please attach all invoices and receipts to this form. Email completed form to: hmspta1415@gmail.com.

Completed By Requestor

Request Date: _____

Requestor: _____

Amount: _____

Expense Account #: _____

Account Name: _____

Payable To: _____

Address: _____

Payee Contact Name: _____

Phone Number: _____

Pickup or Mail: _____

Requestor Acknowledgement

Date

Treasurer Use Only

Check Number	_____ Amount	_____ Date
Check Approval	_____	
Check Approval	_____	
Treasurer Acknowledgement:	_____	