

Robbins Lane PTA
Check Request Form

Submitted By: _____

Email Address: _____

Committee: _____

Today's Date _____

Date Check Needed By: _____

Make Check Payable To: _____

Amount: _____

This is a: deposit – balance due _____ final payment

Mail to: Payee Other _____ or Leave in PTA mailbox

Name and address if being mailed: _____

Item Description/Purpose (supplies, decorations, performers, etc.):

CHECKS WILL NOT BE ISSUED WITHOUT PROPER DOCUMENTATION. PLEASE ATTACH ALL INVOICES AND/OR CONTRACTS.

PTA IS TAX EXEMPT AND CANNOT PAY TAX – SEE TREASURER FOR TAX EXEMPT FORM

Thank You!

Treasurer Contact Info: Theresa Resnick

Email: Theresa.resnick@gmail.com Phone: (516) 984-8841

(For Treasurer Use) Date Received: _____ Date Issued: _____ Check #: _____

Committee Chair Signature: _____

VP Signature: _____

President Signature: _____