

Robbins Lane PTA
Check Request Form

Chairperson: _____

Email Address: _____

Committee: _____

Today's Date ____/____/____

Date Check Needed By: ____/____/____

Make Check Payable To: _____

Amount: \$ _____

This is a: deposit – balance due \$ _____ on ____/____/____ 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: Su Hu

Email: RLPTATreasurer@gmail.com Phone: (917) 365-8168

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

Committee Chair Signature: _____

VP Signature: _____

President Signature: _____