

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

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(For Treasurer Use) Date Received: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Check #: \_\_\_\_\_

Committee Chair Signature: \_\_\_\_\_

VP Signature: \_\_\_\_\_

President Signature: \_\_\_\_\_