

**LAKE TRAVIS HIGH SCHOOL PTO
CHECK REQUEST FORM**



What is this check for?

- to reimburse individual for expenses already incurred – **attach receipt or invoice marked “paid”**
- to request funds be paid to vendor for goods or services already received – **attach invoice**
- to request funds be paid to vendor **prior** to receipt of goods or services – **attach “pro forma” invoice**

Date of Request: _____ Date Check is Needed: _____

Person Requesting: _____

Requestor’s Address to Mail Check: _____

Requestor’s Phone Number: _____ E-mail: _____

Make Check Payable To: _____

Item	Amount *	Budget expense category

Grand Total = \$ _____ * Sales tax cannot be reimbursed.

Requestor’s Signature: _____

----- **Treasurer's Notes** -----

Date Received: _____ Check Number: _____ Date Processed: _____

Charged to Budget Item: _____

- Request includes documentation such as receipt or invoice.
- Expenditure included in budget adopted by general membership.
 - No plan of work required for expenditure Expenditure is consistent with approved plan of work

Comments: _____

Treasurer’s Signature: _____