

Q300 Parent-Teacher Association, Inc.
Check Request Form

- * This form is to be used to draw checks for vendors or for PTA member reimbursements for PTA-related expenses.*
- * Ensure that expenses are within budget prior to expenditures being made.*
- * **IMPORTANT** - the invoice or receipt must be attached to this form.*
- * Leave the completed form and invoice/receipt in the PTA mailbox and scan and email the documents to treasurer@q300pta.org.*
- * Allow 7 days for processing time.*
- * The form may be printed and completed manually by hand, or typed in excel and then printed/signed.*

Vendor/Payee Name: _____

Vendor/Payee Address: _____

Vendor/Payee Contact Name: _____

Vendor/Payee Phone Number: _____

Amount to be Paid: _____

Description of Expense: _____

Committee/Event Name: _____

Event Date: _____

- Check should be:**
- Mailed to vendor
- Given to PTA member for delivery to vendor (insert PTA member name below)
- _____
- Other instruction for check delivery (specify below)
- _____

Name and Signature of Person Completing Form: _____

Date: _____

Name and Signature of Committee Chairperson: _____

Date: _____

For Treasurer use only:

PAID
Check #

ENTERED
