

SOMERSET ELEMENTARY PTA

CHECK REQUEST FORM

Use this form to request the PTSA to write a check to pay for an approved expense. Attach an ORIGINAL invoice.

EXPENSE DETAILS:

Date of Event (if applicable)	Name of Event/Description of Expenditures	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Expenditures Submitted: \$ _____

Submitted By:

PTSA Member Name

Committee Name

Make Check Out To

Date Payment Due or Date Check Needed

Delivery:

- Mail the check to Vendor
- Put the check in my BOD mail folder

For Treasurer's use only

Check # _____

Amount: _____

Date Paid: _____

For President's Use only

Approved by: _____

Date: _____

Bill to Account: _____