

CLAYS MILL ELEMENTARY PTA
CHECK REQUEST FORM

Complete this form and submit with sales receipt or invoice for payment. Obtain Committee Chairman's signature for approval and place in the Treasurer's mailbox. In order for the request to be paid, it must be approved in the budget. If the amount exceeds the committee budget, PTA Executive Board approval is required prior to payment. Please be advised we do not reimburse for sales tax. Receipts turned in with sales tax included will be reimbursed less the sales tax amount.

Budget Line Item (Committee): _____
(Must match a budget expense category)

Purpose/Description of Expense: _____

Payee Name: _____ Amount Due: _____

Send Payment To: PTA Box _____ or Mailing Address _____

Date Submitted: _____

PTA Member Requesting Check: _____

Email Address: _____ Phone No: _____

Committee Chairman Approval _____

Attach Receipts Below
