

# FOLSOM HILLS PTA CHECK REQUEST

- Please route check as indicated below:
- Return to check requester
  - Mail directly to vendor
  - Place in requester's PTA box

Make Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Budget Category	Date of Activity	Reason for Expenses	Amount

**Total Expense**                      \$           -

\_\_\_\_\_ All receipts are attached  
 \_\_\_\_\_ Expenditures will be accounted for with sales slips, invoices, etc. within  
 30 days of this request.  
 \_\_\_\_\_ Approved by Board on \_\_\_\_\_

Signature of requester                      Office/Event                      Date of Request

**Please allow 14 business days for reimbursement.**

<b>AUTHORIZATIONS</b>	<b>FOR TREASURER'S USE</b>
PTA President	Check No.
Recording Secretary	Date Issued

# FOLSOM HILLS PTA CHECK REQUEST

- Please route check as indicated below:
- Return to check requester
  - Mail directly to vendor
  - Place in requester's PTA box

Make Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Budget Category	Date of Activity	Reason for Expenses	Amount

**Total Expense**                      \$           -

\_\_\_\_\_ All receipts are attached  
 \_\_\_\_\_ Expenditures will be accounted for with sales slips, invoices, etc. within  
 30 days of this request.  
 \_\_\_\_\_ Approved by Board on \_\_\_\_\_

Signature of requester                      Office/Event                      Date of Request

**Please allow 14 business days for reimbursement.**

<b>AUTHORIZATIONS</b>	<b>FOR TREASURER'S USE</b>
PTA President	Check No.
Recording Secretary	Date Issued