



Kilbourne
Middle School

TO: PTSA

CHECK REQUEST FORM - PLACE IN PTSA MAILBOX IN OFFICE

From: _____

Phone: _____

Date of Request: _____

Date Needed By: _____

Was this item approved in the Annual Budget? Y N

If this is a non-budgeted item, in the excess of \$50, was approval received from a PTSA Membership Vote? Y N

If this is a non-budgeted item, less than \$50, was approval received from the PTSA Executive Board? Y N

Please issue a check payable to _____ in the amount of \$_____ to cover the cost of _____.

This amount should be debited from the budget line item and/or committee of:

Send the check to:

To Requester via Child's Name and Teacher

OR

Mail to Vendor Address as Below:

Please note – an INVOICE or a RECIEPT MUST be attached. Payment will not be made without proper documentation.

WE WILL NOT REIMBURSE FOR SALES TAX.

The Kilbourne Middle School PTSA is a registered 501(c)(3) not for profit organization. . Tax ID: 31-1387183

TREASURER USE:

PAID DATE: _____

CHECK #: _____ Notes: