

SHS PTSA Check Request

Date: _____

To: Treasurer for [✓ one]:

☐ SHS

From:

Committee:

Please write a check payable to: _____

In the amount of \$ _____

For: _____

Please check (✓) one.

☐ I have attached the necessary invoice, bill, and/or receipt.

☐ I will forward the necessary invoice, bill, and/or receipt within a few days.

Please check (✓) one.

☐ Please mail the check to me at this address:

☐ Other:

Approved by (President or Vice President) _____

Approved by (Treasurer) _____

Check # _____

Date Check Issued _____