LONDON TOWNE ELEMENTARY PTA

CHECK REQUEST FORM

Purpose: A person should use this form if they are requesting 1) a check for a vendor or 2) a reimbursement for purchases that they have made on behalf of the PTA.

Directions:

1. Complete the form. Obtain approval from your PTA Officer liason.
2. For vendor payment, attach a copy of the vendor invoice or contract. For personal reimbursement attach your itemized receipt with relevant items circled. Items for different events must be put on separate forms.
3. Place in the Treasurer's mailbox in the school.
4. You should receive your check in about 1 week.

Check one: VENDOR PAYMENT _____ PERSONAL REIMBURSEMENT _____

Pay to the Order of: _____

Event: _____ Date of Event: _____

Itemization	Amount
Total for all items	

Comments: _____

_____

Check one: MAIL CHECK _____ PICK UP IN PTA MAILBOX AT SCHOOL _____

If mailing, list address: _____
Street City State ZIP

Requested by (Print Name): _____ Signature: _____ Date: _____

Approved by (Print Name): _____ Signature: _____ Date: _____

Treasurer Initials: _____ Date: _____ Check # _____ GL Account Code _____