



<h2>CHECK REQUEST FORM</h2>

Submit to Treasurer – Stacy Thiedeman - via PTA box in front office

- 1. Please complete all information requested below. Invoices / receipts must be submitted with this form or no check will be issued.
- 2. Check requests will be picked up at school on a weekly basis and checks will be mailed or delivered to school within 30 days.
- 3. If immediate payment is required (for example, an invoice that must be paid within 30 days) or special arrangements have been made, please notify Stacy Thiedeman at 919-349-6195 or stacycristman@hotmail.com at the time this form is submitted.
- 4. If the check request exceeds \$200, the PTA President must sign this form. YOU MUST CONTACT THE PTA PRESIDENT OR TREASURER PRIOR TO INCURRING AN EXPENSE IN EXCESS OF \$200.
- 5. Submit this Form (with invoices/receipts) to Treasurer via PTA box in front office.

Today's Date: ____/____/____ **Purpose of Expenditure/Specific Event:** _____

Requested By: _____ Budget Line Item: _____

Approved By: Committee Chair (signature, required) _____

PTA President if Over \$200 (signature) _____

Amount of Check: \$ _____ Date Check Needed By: ____/____/____
(Please highlight if date is within 30 days)

Make Check Payable To: _____

Send Check to:
Company: _____
Name: _____
Street: _____
City, State, Zip: _____

Treasurer's Use Only
Check # _____ Check Date: ____/____/____ Sales Tax \$ _____