

Check Request Form 2020-2021

Date \_\_\_\_\_

To: PTA Treasurer – Jennifer Gribskov Panackal

- Please issue a check to:

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

Amount: \_\_\_\_\_

- in payment of (please explain and **attach original receipts**)

\_\_\_\_\_  
\_\_\_\_\_

If check is for a PTA event, **please** indicate **event, day, date**: \_\_\_\_\_

- Return check via student:

Student Name: \_\_\_\_\_

Homeroom teacher: \_\_\_\_\_

- Mail check to above address.

- Leave check in PTA or school mailbox.

**If check is not cashed after 6 months the check will be voided. If check is lost and a replacement is needed, a \$35.00 stop payment fee will be deducted from original check amount.**

Requested by: Signature \_\_\_\_\_

(Chairperson's Name-**Please Print**) \_\_\_\_\_

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Check No. \_\_\_\_\_ Issue Date \_\_\_\_\_

Budget Category \_\_\_\_\_  
\_\_\_\_\_