

Ward School PTA-Check Request Form

**Instructions:** Please fill out this form for all check requests and be sure to attach any receipts or invoices relating to the expense. **If you are requesting reimbursement for student scholarships, please attach the Scholarship Form.** Once completed, this form should be placed in the PTA mailbox.

**\*\*\*\* Please note that checks are not written every day. Checks are picked up from the PTA box every Tuesday and Friday. Checks will be issued within 7 days of receipt from the PTA box.** For questions, contact: Treasurer: **Valerie Wing at Wardptapayables@gmail.com**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Total Requested: \$ \_\_\_\_\_ if class trip, number of Children: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Deliver to:

School Mailbox

U.S. Mail

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

If you want an email when the check is ready, please provide e-mail address below:

\_\_\_\_\_

Completion is mandatory:

<b>Date:</b> _____	<b>Event/Committee:</b> _____
<b>Type of expense:</b> _____	\$ _____
(Telephone, Postage, Office Supplies, etc.)	

<b>Date:</b> _____	<b>Event/Committee:</b> _____
<b>Type of expense:</b> _____	\$ _____
(Telephone, Postage, Office Supplies, etc.)	

**Approved by PTA President:** \_\_\_\_\_

<b><u>For office use only</u></b>		
Committee/Event Head: _____	Treasurer: _____	
Date Paid: _____	Check # _____	Amount: _____