



Check Request Form

Instructions:

Staple all receipts, backup, contracts, etc. to this form.

Receipts/invoices are REQUIRED for reimbursement. PTSA books are audited on an annual basis.

If you are not the committee chair with responsibility for the budget line item from which you are asking for payment, please give this completed form to that committee chair prior to submission—OR attach an email indicating that the committee chair has approved this expense.

Send the completed form with attachments to:

PTSA Treasurer, PO Box 11252, Burke, VA 22009-1252

or put in the PTSA box in the Lake Braddock mailroom.

Questions? Email: LBPTSA.Treas@gmail.com

Date: _____ Amount Requested: \$ _____

Request From/Name: _____ Phone: _____

Email address: _____

Committee: _____

Date Needed: _____ (if you write "ASAP" or leave blank, expect a turnaround within 2 weeks)

Charge to what budget line item? _____

Make Check Payable to: _____

If check is to be mailed – provide address: _____

Reason for request/Event: _____

COMMITTEE CHAIR APPROVING CHECK: _____

(Signature)

Treasurer's Use Only:

Date of Check: _____ Check number: _____

Comments: _____
