

RIVERWOOD MIDDLE PTSA

Check Request Form

- Please attach all original receipts, invoices, order forms, etc. All request must be signed by the PTSA President prior to writing the check. Costs must be associated with an approved budget event approved by the PTSA.
- Add address if check needs to be mailed.

Please Print

Person Requesting Check: _____

Amount of Request: \$ _____ (If multiple receipts/invoices detail all on back of form)

Make Check Payable to: _____

Budget/Event: _____

Reason for Reimbursement: _____

PTA President Signature: _____
sign and date

PTA Treasure Use Only:

Check #:	_____	Budget Category:	_____
		Budgeted Amt:	\$ _____
		Credits to date:	\$ _____
Date Issued:	_____	Debits to date:	\$ _____
		This payment:	\$ _____
		Ending Balance:	\$ _____

PTSA Treasurer: _____
sign and date

Notes: _____

Listing of Receipts

	Store	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

TOTAL \$