

Check Request Form

Tuscan School



everychild.onevoice.®

Pay To: _____

Address: _____

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | Payment – Bill Attached |
| <input type="checkbox"/> | Reimbursement – Receipts |
| <input type="checkbox"/> | Other |

Committee/Activity Name: _____

Committee Chair Name: _____

<i>Description of Purchases/Services:</i>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total:	_____

Submitted by: _____ Date: _____

Home Phone #: _____

*Approved by: _____ Date: _____

*Budgeted expenses MUST be approved by committee chair, other fund disbursements will require Executive Board approval.

Submit to Treasurer via P.T.A. Mailbox.
Keep a copy for your records. The P.T.A. is a non-Profit organization and as such is tax-exempt.
Tax-exempt forms are available in P.T.A. Mailbox, located in the school office.

P.T.A. Treasurer Use Only

Received: _____

Approved: _____

Date Paid: _____

Check #: _____

Ledger Code: _____
