BLANEY PTA CHECK REQUEST

Requestor Information **(Who do we contact if there are questions?)**

Check Requested By: _____   Date: _____

Email: _____   Phone: _____

Payee Information

Make Check Payable to: _____

Mailing Address: _____

_____

❑ Mail check to address above   ❑ I will pick check up at the next PTA meeting
*** Checks are NOT sent home with students or left in boxes. ***

Please list each retailer (Office Depot, Wal-Mart, etc.), a general description of the items purchased (poster board, cookies, etc.), and the total amount being submitted for payment. List each receipt separately.

Place of Purchase	Item Description	Amount
		$
		$
		$
		$
	Total	$

EXPENSE CATEGORIES
Use numbers please, NOT a checkmark

$ Amount

_____ Academic Enrichment
_____ Babysitting
_____ Benevolence
_____ Family Fun Night/Outreach
_____ Fundraising: Box Tops/Campbell's Labels
_____ Fundraising: Fall Festival Auction Commissions
_____ Santa Shop Expenses

$ Amount

_____ Media Center
_____ Mentoring
_____ School Beautification
_____ Student Incentives
_____ Blaney Supplies & Materials
_____ _____
_____ _____

You MAY combine receipts & use multiple expense categories if the check is going to be written to the same person/company. Just be sure to separate the amounts out into the appropriate expense categories.

If you are unsure of the correct expense category, contact the treasurer BEFORE submitting your request.

- Use Tax-Exempt Form when making purchases intended for resale.
- **Attach all copies of receipts, purchase orders, invoices or bills to this form. This is required for PTA Financial Review and tax-reporting purposes.**
- Return completed forms to the PTA Treasurer.
- Allow four weeks for voucher to be received, reviewed and processed for payment.
- ***Incomplete forms & forms without receipts will be returned.***
- Questions can be directed to treasurer@BlaneyPTA.com.

Remarks/additional info: _____
_____
_____
_____
_____
_____

PTA Use Only
Check Date: ____/____/____   Check # _____   Check Amount: $_____