



J.A. Coles PTA Check Request Form

To: PTA Treasurer

Date: _____

From: _____

E-Mail: _____

Committee/Event _____

Phone#: _____

Preferred way to receive reimbursement check:

☐ Child's backpack Child's name: _____ Child's teacher: _____

☐ Mail check to: _____

☐ Individual check request

Attached please find my receipt(s) from _____

In the amount of \$ _____ For the purchase of _____

Please make check payable to: _____

☐ Request payment to vendor OR request purchase with PTA bank card

Attached is the invoice/order form from: _____

In the amount of \$ _____ For the purchase of _____

Please make check payable to: _____
(VENDOR NAME)

***Committee chair approval** _____
(CANNOT BE THE SAME AS PERSON REQUESTING THE CHECK)

* All expenses should be submitted within 30 days and need committee chair approval. Committee volunteers should obtain approval from their committee chair prior to submission to the PTA Treasurer. If you are a committee chair, you need to get your co-chair's approval before submitting.

Treasurer Use Only: Check # _____ Amount \$ _____ Date Paid _____