

# Inman *PTA*

## CHECK REQUEST FORM

- o If the purchased has already been made, attach receipt. Otherwise, attach an invoice to be paid to vendor.
- o Check request must be approved by the PTA President, VP or Committee Chair before the Treasurer can issue a check.

Date Requested: \_\_\_\_\_

Requested By: \_\_\_\_\_

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mail check? \_\_\_\_\_ Yes \_\_\_\_\_ No

Budget Item	Description	Amount
		\$
		\$
		\$
		\$
<b>Total Check Amount</b>		\$

APPROVAL:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_