

Avon Grove Intermediate School PTA

Check Request

- Please fill out this form for form for payments or reimbursements.
- Give the completed form to the PTA Treasurer for processing.
- Be sure to include all related receipts/documentation.
- Requests will not be processed if documentation is missing.
- Charges for committees must have a committee chair signature.
- Charges unrelated to committee activity must have an Officer's signature.

Check requested by: _____

Check amount: \$_____ Date: _____

Please provide your phone number in case of questions: _____

Check should be payable to (Payee): _____

If applicable, please indicate the date the check is needed by: _____

Account/Committee to be charged: _____

Briefly explain the reason for the payment: _____

Signature of person requesting the check

Signature of Committee Chair or Officer
(if not the person requesting the check)

Please choose one of the following options for distributing the check:

Send to the payee at this address: _____

Return the check to the person who requested it.

Return the check to the chair of the committee involved, if applicable.

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For Treasurer Use Only

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

Notes \_\_\_\_\_