

Learwood PTA Check Request

(Voucher Record)

ALL items must be completed and receipt must be attached for check to be issued.

Date _____

Budget Item To Be Charged _____

Amount: _____

Reimbursement Procedures / Check Requests

- ☺ All check requests must include an itemized receipt in order for you to be reimbursed.
- ☺ Check Request forms can be turned in to me at the monthly PTA meetings, mailed to my home (32889 Fox Chappel Ln.) or put in the PTA Treasurer mail box at school. I'll do my best to check the mail box weekly and get your reimbursement mailed within one week. Please let me know if you need a faster turnaround time (Amy Lodge, 933-2468, alodgekdils@oh.rr.com).
- ☺ All expenses should be submitted in a timely manner and none later than June 30, 2012.

Purpose of Expenditure: _____

Requested by: _____

(Your Signature)

Check Payable to: Name: _____

Address: _____

Treasurer's Use Only

Check #: _____ Check Date: _____ Audit Date: _____

President's Sign Off _____

Treasurer's Sign-Off _____