

# Troy 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 Lane) 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, 2010.

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 \_\_\_\_\_