

Slingerlands PTA Check Request

Amount: \$ _____

Check Payable to: _____
Name

Street Address

City, State and Zip

Description of Expenditure: _____

Committee this expenditure is associated with:

Send Check: ___ Directly to Payee
 ___ Other: _____

Submitted by: _____

Approved by: _____

Date: _____

Attach All Receipts

Instructions for completing check request form

- A teacher or PTA chairperson should complete the check request form.
- Attach all original receipts or invoices. No reimbursement will be provided without a valid receipt.
- Slingerlands PTA is a tax-exempt organization. The Treasurer cannot reimburse for sales tax paid on retail items. Contact the Treasurer to obtain a tax-exempt form.
- The PTA board needs to approve all expenses.
- Make and retain a copy of the Check Request Form and all receipts for committee records.