PTA Volunteer Check Request Form

2020 - 2021 Sharon School PTA

Date Submitted: _____ PTA Committee: _____

Requested By: _____ Phone: _____
Please Print and Sign Your Name

Approved By: _____ Phone: _____
Please Print and Sign Your Name

(Expense must be approved by Committee Chair or a member of the PTA Board of Directors before it will be paid)

Expenses to be Reimbursed

	Description/ Store Name	Receipt Total
1		$
2		$
3		$
4		$
	Total Amount Requested for Reimbursement	$

Check Reimbursement Information

Make Check Out To _____

Requested Check Date _____

Delivery Method

☐ Put in PTA file cabinet in Parent Center - Preferred Method

☐ Mail _____
Street City, State, Zip Code

☐ Other _____
Specify

Directions for completing this form:

1. Use this form if YOU, a PTA member, are being reimbursed and not a vendor (use Vendor Payment Form)
2. Attach all receipts or invoices to this form. Make copies of receipts and this form for your records.
3. Two signatures are required: person submitting request and second signature by your Committee Chair responsible for the expense. If you are a Committee Chair then second signature must by your Council Chair
4. Submit form (in "Completed Check Request" folder) in PTA file cabinet and **allow one week for turnaround**. ***Check requests will be picked up on Monday and checks will be delivered/mailed the following Monday.***
5. If you need a rush check please contact Laura Brown at (704) 964-8548 or treasurer@sharonschoolpta.org
6. Any lost check requiring a stop payment will result in the stop payment fee being subtracted out of the replacement check total amount