

PTA Volunteer Check Request Form

2021 - 2022 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 Payable To _____

Requested Check Date _____

Delivery 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 (if the check needs to be made payable to a vendor, please use the 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 be by your Council Chair.
4. **Submit form and supporting documents via email to treasurer@sharonschoolpta.org and allow one week for turnaround.**
5. If you need a rush check please contact Lauren Thurmond at (704) 807-4255 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.