

J. Ackerman Coles PTA  
Check Request Form

Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for check: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget Category: \_\_\_\_\_

Authorized by: \_\_\_\_\_

(PTA Chair's Signature)

This check request form must be submitted to the Treasurer within 30 days of the expense and must have receipts, invoices, or order forms attached. Sales tax will not be reimbursed. The sales tax exempt form is found in the school office.