

Howard B. Brunner School PTA

Check requisition Form

To: Melissa Tuscano, Treasurer
Howard B. Brunner PTA
Date (m/d/yy): _____

From: _____
E-Mail: _____

Re: Reimbursement/PTA Budget _____
(COMMITTEE NAME)

Receive reimbursement check through:

- Treasurer's Folder (Main Office)
 Child's Backpack Child's Name: _____ Child's Teacher: _____

Individual check request

Attached please find my receipt(s) from _____

In the amount of \$ _____ For the purchase of _____

Please write a check out to _____

Request for payment to vendor

Attached is the invoice/order form from _____

In the amount of \$ _____ For the purchase of _____

Please write a check out to _____
(COMPANY NAME)

Request for check without documentation or receipt

Please write a check out to _____

In the amount of \$ _____

For the purchase/service/payment of _____

Deposit check

Please find check # _____ From _____

In the amount of \$ _____ For payment of _____

Requestor's Signature

Treasurer Use Only

Check # _____ Amount \$ _____ Date (m/d/yy)
Paid/deposited _____

Comments _____

Signature _____