

EVERGREEN SCHOOL PTA

CHECK REQUEST FORM

Please complete this form and attach all receipts and/or invoices.

If an invoice needs to be mailed with the check, please include an addressed envelope and a copy of the invoice for the PTA Treasurer's records. Please submit the completed form and attachments to **PTA – Treasurer**.

Date: _____

Name: _____

Email:

Ok to send through your child's backpack: YES / NO

Child's Name: _____

Child's Teacher/Grade: _____

PTA Budget Line Item: _____

Payee (check payable to): _____

Amount: _____

Reason/Description for Reimbursement: