



Addams Elementary PTA Check Request

Please fill out this form completely. Receipts, invoices, or contracts must accompany this form in order to receive reimbursement. Return form and documentation to treasurer. Those seeking "up front" funds must provide receipts to treasurer after event.

Name: _____	Phone: _____
Date: _____	Email: _____
Event: _____	I would like check:
Expense amount: _____	<input type="checkbox"/> Mailed to:
Make check payable to: _____	<input type="checkbox"/> Sent via classroom : _____
	<input type="checkbox"/> Hand delivered

For Treasurers Use Only

Approved by: _____	Date: _____
Check #: _____	Amount: _____



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