



# West Rocks Middle School PTA Check Request Form

(This form is used when a payment for an invoice is needed)

1. Complete the form in full and make sure to sign and date the request. **Attach the invoice/statement as backup and the treasurer will mail it. If you do not attach any backup, the form will be returned unpaid to you.**
2. Place completed form and place in Treasurer's mailbox.
3. Treasurer will submit form to the PTA President for approval signature.
4. Once the PTA President signature is obtained, a check will be mailed to the vendor.
5. **Please allow 7-10 days to process all requests.**

<b>Your Name:</b>	<b>Phone:</b>
<b>Project/Category:</b>	<b>Date Submitted:</b>
<b>Date Check is Needed:</b>	<b>Signature:</b>
<b>Reason for Check:</b>	
<b>Check Payable to:</b>	<b>Amount: \$</b>
<b>Full Address (where check should be mailed):</b>	

<b>Approved By (PTA Officer):</b>	<b>Date:</b>
<b>Approved By (PTA Officer):</b>	<b>Date:</b>

For Treasurer's Use Only: Category \_\_\_\_\_ Check# \_\_\_\_\_ Dated \_\_\_\_\_ Logged \_\_\_\_\_