



JB Watkins PTA Treasury

CHECK REQUEST FORM

This form is to be used for PTA expenses that need to be reimbursed. Attach supporting documentation (ex. receipt, invoice, etc.) to check request before submitting. **Remember to use the tax-exempt letter when making purchases for the PTA and sales tax will not be charged.**

Please make an effort to:

- **Not** combine personal expenses on receipts submitted for reimbursement.
- Use a separate form for each expense line item.

**** Once the check request form (with receipt) is complete, please email the Treasurer at treasurer@jbwpta.com for reimbursement arrangements. ****

Description of expense? (ex. Carnival - Prizes, Wiggle - Tablecloths, Staff Appreciation – Food, etc.)

Check should be issued to (name): _____

Amount requested: \$ _____

Requested by

Name: _____

Phone: _____

Email: _____

Date Submitted: _____

PLEASE DO NOT WRITE IN THIS SECTION – TO BE COMPLETED BY TREASURER

Funds Disbursed: \$ _____

Check #: _____

Account Debited: _____

Date: _____

Entered into QuickBooks

Entered into checkbook

Entered into Excel

Board Member Approvals: _____
