



Kingston Elementary PTA



Check Request Form

Please attach all invoices/receipts to this form; checks cannot be written without proper documentation. Complete this form and place in the PTA mailbox near the front office. You may combine more than one receipt per form, including a brief description of items, separating items by category. Please submit a separate form for each check requested. Checks will not be written without *both* required signatures.

Name of requestor _____ Phone number _____

Date: _____ Amount: _____

Check to be made payable to: _____

(Please include address if check needs to be mailed)

Date	Budget Line Item	Vendor/Description	Amount

Total: _____

Signature of Program/Committee Chair: _____ **Date:** _____

Signature of Vice President: _____ **Date:** _____

Routing Instructions:

- Mail the check to me
- Leave in the PTA mailbox and I will pick it up.
- Other: _____

For any questions, contact Shelley Long at 703-585-7578 or kingstonptatreasurer@gmail.com.

Treasurer's Use Only:

Signature of PTA Treasurer: _____ Date: _____

Date of check: _____ Amount: _____ Check #: _____