

**LINDEN HILL PTA  
Check Request Form**



\_\_\_\_\_  
Date Received by Treasurer

**CHECK TO BE ISSUED TO:** \_\_\_\_\_

SEND HOME WITH:                      OR                      MAIL TO: (complete address)

Child's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Room #: \_\_\_\_\_

**CHARGEABLE TO BUDGET:**

|                           |          |
|---------------------------|----------|
| Committee or Budget Line: | Amount:  |
| _____                     | \$ _____ |

TOTAL AMOUNT: \$ \_\_\_\_\_

Date of Request: \_\_\_\_\_

Requested by: \_\_\_\_\_

Complete description including documentary evidence of the transaction (attach invoices, receipts, etc.)

.....  
(Please make an effort to get the following approval before submitting to the treasurer. Thank you.)

PTA President/Vice President Approval: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
(To be completed by Treasurer only.)

Date check issued: \_\_\_\_\_ Check # \_\_\_\_\_ Amount: \_\_\_\_\_

# CHECK REQUEST FORM PROCEDURES

- All requests for PTA funds must be accompanied by completed Check Request Form. No exceptions will be made
- When requesting payment on invoices for purchases or services, please sign and date the invoice indicating “received by” or “services verified by”. This provides the necessary verification for the Treasurer to issue a check.
- When requesting funds in advance of services or the receipt of a purchase documentation is still required. Remember the approval process takes time. Do not wait until the last minute to request funds!
- All check request forms must be accompanied by the receipt, invoice or some other form of documentation verifying the transaction.
- After completion of check request form, submit form to the Vice President responsible for your committee or the President for payment approval and signature. The signed Check Request Form should then be submitted to the Treasurer for payment.

**NO CHECKS WILL BE ISSUED WITHOUT  
PROPER DOCUMENTATION AND  
SIGNATURES.**