

2018 – 2019 Check Request

Guidelines for all Check Requests are on the back page of this form.

General Reimbursement
 Field Trip
 Grade Enrichment (Classroom/Dept)*

Date: _____ Amount \$: _____ Requested by: _____

Phone (for PTA questions): _____ Grade/Department (if school staff): _____

Check Payable to: _____

Item(s)/Activity/Trip/Enrichment Purchased: _____

Additional comments/instructions: _____

Activity/Budget Category: _____

Approved in Annual Budget OR
 Approved at (meeting date) ____/____/____

Transfer FROM _____ TO _____

EVENT COORDINATOR/TEAM LEADER SIGNATURE: _____

Method of check delivery:
 Pick up in Office
 Teacher/Dept. box
 Mail (home or vendor address below)

Mailing address: _____

If this money is for an event's cash box, the requestor acknowledges that this money is not for personal use and that the money will be taken money to the designated event. Requestor, please initial here _____

* Special note about Field Trip/Grade Enrichment -- If your grade goes over the allotted budget amount, please get approval from another grade to use their allotted funds.

Signature of other grade's Team Leader: _____ Grade _____

OFFICAL PTA TRACKING

PTA OFFICER APPROVAL/DATE: _____ TREASURER INITIALS: _____

Date check written: _____ Check Number: _____ Amount Paid: _____

Who is delivering/mailing check? _____

PLEASE ATTACH RECEIPT(S) TO THIS FORM and RETURN TO THE BLUE PTA FOLDER in the PTA BOX by FRIDAY at 12 p.m. Generally, checks are written weekly on Monday or Tuesday.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE PTA TREASURER
 Prabha Senthil-Kumar: tualatinPTAtreasurer@gmail.com or the President at TualatinPTA@gmail.com

Guidelines for Check Requests:

- No check requests will be made out to cash.
- Please attach receipts/receipt copies.
- Try to avoid mixed receipts (personal items and reimbursable school items). Split into separate transactions, if possible. If mixed, please clearly indicate the items where reimbursement is requested (highlight or circle).
- All check requests will be picked up at the school on Friday at 12 p.m. or the last school day of a week. Checks are generally written and signed on Monday or Tuesday and delivered by the method provided on the Check Request.
- All check requests must go through the “Event Coordinator” or “Team Leader” ~ The PTA President may sign “waived” and initial if the situation is needed.
- All checks for “cash boxes” for event nights must be made out to a PTA member designated by the event coordinator. The requestor must initial the disclaimer acknowledging the money is not for personal use and that they will be responsible for delivering the money to the event.
- There will be no checks written over the budget line amount. The Treasurer will write a check to the point of zero and any additional funds need to be approved by the PTA at the next meeting or by the Executive Board, if it is an **unavoidable** rush/emergency.
- **Special notes for Field Trips and Grade Enrichment** – If your grade goes over their allotted amount, please get approval from another grade to use their funds. If additional funds are needed and you are not able to get additional funds from another grade, contact the President for a vote at the next meeting. For PTA insurance purposes, all Field Trip transportation reimbursement requests must be made out to the school.