

# 2024 - 2025 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 \_\_\_\_\_

## OFFICIAL 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 Wednesday at 12 p.m. Generally, checks are written weekly on Fridays.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE PTA  
@ 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 Wednesday at 12 p.m. Checks are generally written and signed on Friday 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.