

## Central School PTA ---- Check Request Form

### [Requester's Information]

Name

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E-mail Address

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Committee

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Committee Chair Signature

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### [Payment Information]

Payee

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Amount

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Reason

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Due Date (if any)

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#### Instruction (circle one):

1. Leave the check at Central School front office. I will pick up. (If you are requesting reimbursement, please choose this option.)
2. Mail the check to the vendor.
3. Other (please specify)

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- Please include a copy of your itemized receipts/invoice along with the Check Request Form.
  - Please place your check request form and accompanying documentation in the PTA Treasurers' mailbox located at the Central School front office.
  - The PTA does not reimburse for taxes so please show a copy of the PTA tax exemption letter to your vendor when you make purchase on behalf of the PTA. If you need to obtain a copy of the letter, please e-mail to [treasurer@centralschoolpta.org](mailto:treasurer@centralschoolpta.org). You can send questions to the same address.