Fairview Park Early Childhood PTA

<u>Treasurer Check Request Form</u>

Committee presenting bill: ____

Items/service this check covers: ____

Amount: $_________________ **Make check payable to:** ____________________________________

Please check one:

- ❑ I'll pick up my check at the next PTA meeting.
- ❑ Please mail it to the following address. ____
- ❑ Please drop it off at the following address. ____
- ❑ I'll pick it up at the treasurer's house.

Signed: ____ **Date:** _______________________________

Please attach all bills or receipts covered by this request. No checks will be issued without the proper paperwork. No sales tax will be reimbursed! Please use the tax-exempt form whenever possible.

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FOR TREASURER'S USE ONLY:

Date Received	Date Paid	Check #	Amount Paid	Logged in Ledger