

Manning PTA Check Request

Please place completed check request form in PTA Treasurer Mailbox and email Treasurer at manningmiddlepta@gmail.com

Today's Date: _____ Date check is needed by: _____

Submitted by: _____

Contact phone # or email: _____

Make check payable to: _____

Deliver check by: PTA Mailbox _____ School Office _____

Mail to address: _____

Please attach a receipt or invoice

Date	Committee/Budget	Item or Expense Description	Amount
		Total:	\$

 Signature of person requesting reimbursement

 Signature of Committee Chair

date _____
 Approved by Vice President / date approval

Approved by other Board Member /

Approvaed at Board Meeting - Board Meeting Minutes

 Received by Treasurer

 Date received by Treasurer

Treasurer: Check #: _____ Date of check: _____

Mail/office submitted date: _____