



# Manning PTA Check Request

Please place completed check request form in PTA Treasurer Mailbox  
and email Treasurer at [manningmiddlepta@gmail.com](mailto: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
		<b>Total:</b>	<b>\$</b>

\_\_\_\_\_  
Person Requesting Reimbursement

\_\_\_\_\_  
Signature of Committee Chair

\_\_\_\_\_  
Signature of Vice President

\_\_\_\_\_  
Signature of Board Member

Approved at Board Meeting - Board Meeting Minutes

\_\_\_\_\_  
Received by Treasurer

\_\_\_\_\_  
Date received by Treasurer

Treasurer: Check #: \_\_\_\_\_ Date of check: \_\_\_\_\_

Mail/office submitted date: \_\_\_\_\_