

<b>To Be Filled Out</b>	
<b>By Treasurer</b>	
<b>Date:</b>	
<b>Amount:</b>	
<b>Check #:</b>	

**James W. Alexander PTA  
Check Request Form**

**Requested By:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Total Amount:** \$ \_\_\_\_\_

**Payable to:** \_\_\_\_\_

**Justification for Check:** \_\_\_\_\_

**PTA Committee:** \_\_\_\_\_

**Line Item Code:** \_\_\_\_\_

**Authorized by (Chairperson and Co-Chairperson Only):**

**This expense voucher must be submitted to the Treasurer within 14 days of expense and must have receipts, invoices or order forms attached. All information must be filled out completely. If submitting electronically please ensure proper documents are submitted as well. Incomplete forms will not be accepted.**

Electronic submissions can be sent to :  
[Alexandertreasurer18@gmail.com](mailto:Alexandertreasurer18@gmail.com)