

To Be Filled Out	
By Treasurer	
Date:	
Amount:	
Check #:	

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

Requested By: _____

Date: _____ **Total Amount:** \$ _____

Payable to: _____

Address: _____

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