

To Be filled out By Treasurer	
Date:	
Amount: \$	
Check: #	

James W. Alexander PTA

Check Request Form

Requested By: _____

Date: _____ Total Amount \$: _____

Payable to:

Justification for Check:

PTA Committee: (Please provide line item code)

Authorized By : (Chairperson or 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 electornically please ensure proper documents are submitted as well. Incomplete forms will not be accepted.

Electronic submissions can be sent to :
Alexandertreasurer18@gmail.com