

PTA Check Request Form
 Terman Middle School PTA
 655 Arastradero Rd., Palo Alto, CA 94306



Instructions

1. Please print and complete every part of this form *except For PTA-use* section.
2. Attach receipt(s) to the form, or if a receipt is not available, attach a note explaining why the receipt is missing, that you received the materials, and that you have already paid for them.
3. Attach a stamped, self-addressed envelope if you would like the check mailed. Otherwise, you will be notified to pick up your check when it is ready.
4. Leave the completed form in the PTA drawer located in the Terman office.

Please note that all Check Requests are subject to PTA approval. PTA meetings occur once a month. Requests without receipts may be rejected.

Requested by: _____ Date: _____

Address: _____

Phone & E-mail: _____

Activity/Event - Description of Expense	Amount \$	Invoice/Receipt Attached? <input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Total Requested \$ _____

Payable to (if different than requestor): _____

Special note to Treasurer: _____

Requestor Signature: _____

For PTA-use:

Approved by: _____
President/EVP
Date
Treasurer
Date

Budget Category	Budgeted Amount \$	Check #	Amount paid

- budget item approved by members expenditure approved by EB expenditure approved by members

Mailed / To Pick-Up / Other: _____