

Cory PTA Check Request Form

**Must be approved by PTA President before delivery to PTA Treasurer for payment.*

Instructions for using this form:

- 1) Any person needing a check in advance of a good/service received by the Cory PTA should complete this form.
- 2) The form should be signed by the requestor, approved by the PTA President, and put with the proper documentation into the PTA Treasurer bin in the Cory office for processing.
- 3) Checks are processed weekly and will be mailed to the address provided.
- Please allow three (3) business days for processing.
- 4) Any questions, please email the Cory PTA Treasurer at coryelementarypta@yahoo.com.

Date: _____

Invoice/Documentation Must Be Attached:

Payee: _____

Send Check To (Address): _____

Phone #: _____

Purpose of Payment (Include Program/Event):

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

Total Requested \$ _____

Check Requested by Date: _____

Requested By: _____ Title: _____

Approved By: _____ PTA President

Date: _____

Treasurer Use Only:

Check #: _____ Check Date: _____ Amount Paid: _____ Category: _____