



McCall Elementary PTA  
Check Request Form



Check Payable To: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date Submitted: \_\_\_\_/\_\_\_\_/201\_\_\_\_ Date Needed: \_\_\_\_/\_\_\_\_/201\_\_\_\_

Select how you would like to receive the check and fill out the required information:

<input type="checkbox"/> Pickup At School	<input type="checkbox"/> Pickup From _____
Phone Number : _____	
<input type="checkbox"/> Mail To: _____	Mailing Address: _____ _____ _____

School Activity: \_\_\_\_\_

Purchased Items: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/201\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/201\_\_\_\_

**Instructions**

1. Fill out the name the check should be made out to.
2. Select how you would like to receive the check and fill out the required information.
3. State the school activity the check is used for.
4. Describe briefly the items to be purchased and what they will be used for.
5. When making the purchase, use the sales tax exemption certificate. The PTA will not reimburse any sales tax paid.
6. Make sure that the receipt is attached and only purchases for PTA use is included. Personal purchases will need to be paid separately as sales tax will need to be included for those items.
7. Purchases for more than one school activity should be filled out on a separate check request for proper accounting.
8. The check request must be approved from the individual responsible for that line item of the budget.
9. Check request forms will be kept in the PTA file box.

**PTA Treasurer Accounting Record**

Date Check Written: \_\_\_\_/\_\_\_\_/201\_\_\_\_ Check #: \_\_\_\_\_

Budget Line: \_\_\_\_\_ Check Amount: \_\_\_\_\_