



McCall Elementary PTA
Check Request Form



Check Payable To: _____ Amount: \$ _____

Date Submitted: ____ / ____ /202____ Date Needed: ____ / ____ /202____

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

Form with checkboxes for 'Pickup At School' and 'Mail To', and fields for 'Pickup From', 'Phone Number', and 'Mailing Address'.

School Activity: _____

Budget Category: _____

Purchased Items: _____

Submitted By: _____ Date: ____ / ____ /202____

Approved By: _____ Date: ____ / ____ /202____

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. Briefly describe the items to be purchased and what they will be used for.
5. State budget category (only one budget category per form)
6. When making the purchase, use the sales tax exemption certificate. The PTA will not reimburse any sales tax paid.
7. 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.
8. Purchases for more than one school activity should be filled out on a separate check request for proper accounting.
9. The check request must be approved from the individual responsible for that line item of the budget.
10. Check request forms will be kept in the PTA file box.

PTA Treasurer Accounting Record

Date Check Written: ____ / ____ /202____ Check #: _____

Budget Line: _____ Check Amount: _____

Date Check Cleared Bank: _____