



BRYANT PTSA CHECK

REQUEST 2019-20

Reimbursements are made when this form is complete and accompanied with a receipt. Check requests should be submitted for:

- Self-supporting programs such as 5th Grade, Chess Club or the School Play
- Expenses within the pre-established budget for the requesting program (such as Science, Assemblies, field trip transportation, the Blast).

All other expenditures must have prior PTSA Board approval. Copies of the Proposal for PTSA Funds are in the Treasurer's box.

Completed check request forms should be placed in the pink folder in the treasurer's box.

Checks are issued regularly and will be delivered to the teachers/program boxes in the school office. If you would like the check to be mailed, please attach an addressed, stamped envelope to the request.

Checks are not issued on demand. Please plan ahead and give us as much lead time as possible. Checks will typically be issued on Fridays. Two PTSA officers must sign the checks, so it takes additional time to get the signatures.

All Bryant PTSA checks are voided after 90 days of issuing, as recommended by Washington State PTA.

Name _____ Date _____

Phone Number _____

Committee Name or Project: _____

Notification of PTSA Board Approval By: _____
(if applicable)

Amount Requested: \$ _____

If prepayment, date needed by: _____

Make check payable to: _____

Deliver to this school mailbox: _____

Reason for/description of expenditure: _____

PLEASE ATTACH RECEIPTS TO THIS FORM. PLEASE ATTACH AN ADDRESSED, STAMPED ENVELOPE IF YOU WOULD LIKE THE CHECK MAILED. IF YOU HAVE ANY QUESTIONS, CALL THE PTSA TREASURER.

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For Treasurer Use Only

Check # _____ Check Date: _____ Amount: \$ _____