



# BRYANT PTSA CHECK REQUEST 2022-23

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

- Self-supporting programs such as 5<sup>th</sup> 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.

**Completed check request forms should be placed in the pink folder in the Treasurer's Box. We will also accept check requests with scanned or electronic receipts via email [treasurers@bryantschool.org](mailto:treasurers@bryantschool.org) . Checks will be delivered to the teachers/program boxes in the school office unless requested otherwise.**

**Checks are not issued on demand. Please plan ahead and give us as much lead time as possible.**

**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/Mail to: \_\_\_\_\_

Reason for/description of expenditure: \_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH INVOICES / RECEIPTS TO THIS FORM.**

**ANY QUESTIONS? EMAIL THE PTSA TREASURERS at [treasurers@bryantschool.org](mailto:treasurers@bryantschool.org)**

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**For Treasurer Use Only**

Check # \_\_\_\_\_

Check Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_