



BRYANT PTSA CHECK REQUEST 2020-21

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.

During remote learning, we will accept check requests with scanned or electronic receipts via email treasurers@bryantschool.org. All checks will be mailed via USPS, for in person pickup please email treasurers@bryantschool.org.

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 to this school mailbox: _____

Reason for/description of expenditure: _____

PLEASE ATTACH INVOICES / RECEIPTS TO THIS FORM.

ANY QUESTIONS? EMAIL THE PTSA TREASURERS at treasurers@bryantschool.org

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For Treasurer Use Only

Check # _____

Check Date: _____

Amount: \$ _____