

**For Treasurer's Use Only**

Check No. \_\_\_\_\_ Date: \_\_\_\_\_

**Pleasant Hill PTA  
Check Request/Expense Voucher - 2020/21**

Submit a scanned copy of this form and receipts to [treasurer@pleasanthillpta.org](mailto:treasurer@pleasanthillpta.org)

Paper submissions can be coordinated by contacting Carissa Miller and/or Elizabeth Kurtz at the same email address.

<b>Requested by:</b>	<b>Date:</b>
<b>Committee or Account:</b>	
<b>Description of Expenditure:</b>	
<b>Check Amount (do not include sales tax):*</b>	<b>Date Check Is Needed:*</b>
<b>Make Check Payable to:</b>	<b>Address of Payee:</b> (Address information is only needed the first time a check is requested for this payee; subsequently, just write "On File" in this section.)
<b>Payee Phone Number:</b>	

<b>President's Approval:*</b>	<b>Date:</b>
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\*PTA President's signature is required for all requests in excess of \$100. Please allow adequate time for this, plus one week for check preparation.

**Documentation attached** (some form of documentation is required before a check can be issued):

**\*\*\* Per PTA bylaws, all check requests are due with 30 days of purchase, if possible. \*\*\***

**\*\*\* All staff discretionary spending must be submitted by March 1, unless exception is granted. \*\*\***

**\*\*\* Sales tax will not be reimburse. \*\*\***

- Receipt(s): circle the date, store, and amount on the receipt.
- Invoice(s): circle the date, store, and amount on the invoice.
- Other:

**Return Check To:**

- Payee
- Other:

**How to Return Check:**

- Call when check is ready for pickup
- Send check home with: (child's name) \_\_\_\_\_ (grade) \_\_\_\_\_ (teacher) \_\_\_\_\_
- U.S. Mail (for vendor checks only)
- Payee's Mailbox at School
- Other: \_\_\_\_\_