

Penn London Elementary School PTA
Check Request Form

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- Please fill out this form for payment and reimbursements
 - Place Completed form with Receipts (attached in order) in the Treasurer's Bin for Processing
 - Requests will not be processed if documentation is missing
 - Charges for committees must have a Committee Chair Signature
 - Please allow 7-10 days for Processing Check Requests
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Check Requested By: _____

Check Amount \$ _____ Date: _____

Phone Number of Requestor: _____

Email Address of Requestor: _____

Check Payable to (Payee): _____

Account/Committee to be Charged: _____

Briefly explain the reason for the payment _____

Signature of Person Requesting the Check

Signature of Committee Chair or Officer

Please Choose one of the following options for distributing the check:

_____ **Send to the payee at this address (vendors only)**

_____ **Return Check to Person Who Requested It – via Backpack**

Child's Name: _____ **Teacher:** _____

_____ **Return Check to Person Who Requested It – Via Office**

(Email will be sent when check is available in the office for pick-up)