

**Taylor Road Middle School PTA**  
**CHECK REQUEST FORM 2022-2023**

Supporting receipts/ invoices MUST be attached. **NOTICE: Approval must be obtained on all purchases. Signature of the PTA President is required before Treasurer will issue check.**

Your Name: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Email Address: \_\_\_\_\_

Explanation of Expenses: \_\_\_\_\_

\_\_\_\_\_

DATE	VENDOR	DESCRIPTION	AMOUNT

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

\_\_\_\_\_ Mail Check to (address) \_\_\_\_\_

\_\_\_\_\_ Leave in PTA mailbox      \_\_\_\_\_ In person delivery

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP President / Secretary Signature (if needed) \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer Verification: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Amt.: \_\_\_\_\_ Quickbooks: \_\_\_\_\_

Budget Category: \_\_\_\_\_ Notes: \_\_\_\_\_