

CHECK REQUEST FORM
GEORGE H. MOODY MIDDLE SCHOOL PTA

REQUESTER FILLS IN THIS SECTION:

Date of request _____

Person requesting _____

Requester's phone number _____ email _____

Make check payable to _____

Address to be Mailed: _____

Amount of check \$ _____

Budget/Committee _____

Purpose _____

Signature of requester _____

Approval _____ Date _____

Note: FORM MUST accompany any reimbursement request.

If item has already been purchased, please attach receipt(s) to this form.

Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expenses. Approval by the Chair, President, Vice President, or Treasurer REQUIRED.

Checks will be written once a month. All forms in by the 5th of the month will be paid that month. Drop-off request into Treasure file in the Moody Work Room, or mail to Diana Ding, Moody PTA Treasurer, 12112 Denford Ct., Glen Allen VA 23059. Email treasurer@gomoodypta.com is a good way to be sure the treasurer receives your request. Also note the PTA books CLOSE June 30. Any requests after June 15 are not guaranteed to be paid until after Back to School in September the next school year.

Please contact Diana Ding at 434-229-7239 or at treasurer@gomoodypta.com if you need assistance.

FOR TREASURER'S USE ONLY:

Date of check issued: _____ Check Number: _____

Charged to what budget item: _____

Comments: _____

Treasurer's signature: _____