**CHECK REQUEST FORM**

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: This 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 Preetha Agrawal, Moody PTA Treasurer, 12100 Turning Branch Cir., 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 Preetha Agrawal at 804-366-2764 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: | | |  | | | |