

MOODY

Middle School PTA



7800 WOODMAN ROAD / HENRICO, VA / 23228 / 804.261.5015 PH / 804.261.5024 FAX

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 with appropriate receipts attached.
- Receipts should be submitted no later than 30 days from the date of purchase (or as soon as possible after the event for which the items were purchased).
- 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 within one week of receipt of paperwork. Drop-off request form in the PTSA box in the Moody office, or mail to Moody PTSA Treasurer, 7800 Woodman Road, Henrico, VA 23228.
- Also note the PTSA books close on June 30th. Any requests after June 15th are not guaranteed to be paid until after Back to School Night in September of the next school year.
- Please contact Jayakanthan Narayanaswamy at treasurermoody@gmail.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: _____