



# HORACE MANN ELEMENTARY PTSA CHECK REQUEST FORM

- This form is used for reimbursement of expenses, payments to vendors, etc.
- Receipts must accompany form to receive payment.
- Please staple receipts to this form.
- Requests not approved in the budget need to be submitted on a Budget Request Form.
- Requests must be made within 60 days of expenditure.
- Checks must be cashed within 90 days of check date.

Make check payable to: \_\_\_\_\_

Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

Committee/Position: \_\_\_\_\_

Budget Line: \_\_\_\_\_

Explanation of Expenditure: \_\_\_\_\_

Submitted by (print name): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Return Check by:**

- Kid Mail – Child, Teacher \_\_\_\_\_
- PTSA File
- Staff Box
- Mail Check (provide address): \_\_\_\_\_  
\_\_\_\_\_

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**TREASURER USE ONLY**

Check # \_\_\_\_\_ Check Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Budget Category Charged: \_\_\_\_\_

Approved by \_\_\_\_\_  Entered in Financial Software

**Horace Mann PTSA Co-Treasurers**

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