



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): _____

TREASURER USE ONLY

Check # _____ **Check Date:** _____ **Amount \$** _____

Budget Category Charged: _____

Approved by _____ ☐ **Entered in Financial Software**

Horace Mann PTSA Co-Treasurers

Bruno Lewin * Rebecca Anderson
treasurer@mannptsa.org