



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

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