

# Bryker Woods PTA Check Request Form

Please print this form, fill it out, and email it along with copies of your receipts to [brykerwoodsptatreasurer@gmail.com](mailto:brykerwoodsptatreasurer@gmail.com).

\*\* Please allow 5 business days for processing. Please note: PTA cannot reimburse tax. \*\*

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

## Check Requester:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Date check needed \_\_\_\_\_ Today's date \_\_\_\_\_

	Item	Budget Line to Debit	Event/Activity/Place of Purchase	Amount \$
1				
2				
3				
4				
5				
6				

Total requested: \$ \_\_\_\_\_ (Please note: PTA cannot reimburse tax)

Notes or comments:

Select a delivery option:

- School (check will be in the front office)
- Mail
- Other \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_

Treasurer's Notes:

Date received: _____		
Date Paid: _____	Check #: _____	Check Amount: \$ _____
Comments:		