

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.

** 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:		