



## Check Request/Payment Authorization Form

- 1) Fill in all items on this form
- 2) Attach/include all receipts, invoices, or bills (evidence of payment)
- 3) Most checks are left in the front office, but can be mailed if you include a self-addressed envelope
- 4) Leave all three stapled together in the Treasurer's drawer in the PTA Nook in the School Office

<b>Your Name:</b>	<b>Today's Date:</b>
<b>Activity and/or Program:</b>	<b>Your email &amp; phone #</b>
<b>Amount requested:</b>	<b>Date of Activity:</b>

<b>Write check to (name of person or company)</b>	
<b>Mail check to (address)</b> Other instructions if not mailing check <i>(meet for check pick up, leave check with, etc.)</i>	

**\*\*\*\* Do not write below this portion. For PTA Board use only \*\*\*\***

<b>Program or Event Chair Signature &amp; Date</b> <i>(if applicable)</i>	
<b>PTA Admin VP/Secretary Signature &amp; Date</b>	
<b>PTA President Signature &amp; Date</b>	
<b>Initial to indicate totals verified</b>	

<b><u>For PTA Treasurer</u> (or attach check stub)</b>	<b>Date:</b>
<b>Approved and Logged:</b>	<b>Check #</b>
	<b>Amount: \$</b>



*everychild.one voice.*<sup>®</sup>

**Please try to have  
requests in by early May**

## **Instructions for Check Request Forms**

This form is a request for a check to be issued. It is used to reimburse expenditures involving Cherry Chase PTA funded programs and events, to pay vendors hired for these events, and for any other services and supplies.

- 1) Check Request/Payment Authorization Forms are located on top of the counter in the PTA Nook in the School Office, or online at the PTA Website in the resources section.
- 2) Fill in all items on the Check Request Form.
- 3) Attach all receipts, invoices and/or bills to the Check Request Form. Originals are preferred (copies are ok but amounts listed **must** be legible). Check Requests that are not accompanied by the proper receipts/invoices/bills or have paperwork with illegible amounts may take longer.
  - *If the check is needed the day the services/goods are provided, ask the vendor for an invoice beforehand.*
- 4) Teachers and staff place your completed forms in the "In School" drawer in the PTA nook. All others leave forms in the Treasurer's Drawer.
- 5) IF you are able, please help the PTA save volunteer time by grouping requests together or saving receipts up for a larger request.
- 6) Checks are processed as often as we are able. California PTA requires a number of approvals for the check request and the check itself, which takes time. We do our best to turn checks around in 2-3 weeks, but it can take longer depending on volunteer availability. ***TIP: If you have a deadline, please allow time to get your checks written by submitting your forms early!***
- 7) You should get an email notification when your check is ready or has been mailed.
- 8) If you have any questions, please contact me at [treasurer@cherrychasepta.org](mailto:treasurer@cherrychasepta.org)

Thank you,  
Cherry Chase PTA Finance Vice President