

Roswell High School PTSA Request For Check

Please put this form in the Treasurer's Folder in the PTSA file
with the appropriate approval.

Check requests will be taken from the Treasurer's folder once a week. Checks will be placed in your committee folder as soon as possible thereafter. If you would prefer to have your check mailed to you, please attach a self addressed stamped envelope. Vendor's checks will be mailed to the address you provide or that which is on the invoice.

Thank you,
Linda Gibbs 678-634-7646
Treasurer@rhsptsa.org

Requester completes this section:

Date of Request: _____

Person requesting: _____

Amount of Check: _____ Phone #: _____

Make check payable to: _____

Description of Expenditure: _____

Budget category to be charged against: _____

Place my check: (choose one)

In my committee folder- _____ In the mail- _____ (be sure to provide stamped addressed envelope)

Signature of Requester: _____

Email address: _____

Note: Receipt from purchase must be attached to form.

Notice

Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Approval of a PTSA President is required before the Treasurer will issue the check. The President may e-mail approval to the Treasurer and sign the form at a later date.

PTSA President Approval: _____

Date: _____

For Treasurer's Use Only

Date Issued: _____ Check Number: _____

Charged to what budget item: _____

Comments: _____

Treasurer's Signature: _____