



## Roswell High School PTSA Request for Check

**Treasurer: Jennifer Engel • Treasurer@rhsptsa.org • Phone/Text: 404-944-4979**

**PTSA President approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Please put completed form with original receipt or invoice in the PTSA file-Treasurer's folder for PTSA President review and approval.**

Check requests will be retrieved 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 provided.

**Requester completes this section:**

Date of Request:

Person Requesting:

Phone Number:

Email Address:

Amount of Check:

Make Check Payable To:

Description:

Budget Line:

Place Check (choose one):

Pick up at next meeting

In the mail

(be sure to provide stamped addressed envelope)

Signature of Requester:

PTSA President Approval:

Date:

***For Treasurer's Use Only***

Date Issued:

Check Number:

Charged to Budget Line:

Comments:

Treasurer's Signature: