

Liberty High PTSA

Supporting our Kids and Community

PO Box 2633 Renton, WA 98056

Liberty High PTSA P.O. Box 2633 Renton, WA 98056-0633

Check Request Form

Instructions:

1. Please complete all portions leaving the last section blank for the Treasurer's use. Be sure to indicate how you would like to receive your reimbursement check.
2. Attach original invoices, receipts, or billing statements. *(Remember to include sales tax on reimbursable items.)*
3. Form must be signed by the appropriate PTSA Committee Chair, or a member of the PTSA Executive Board.
4. Place completed form and supporting documents in the PTSA box in the school copy room **OR** mail to the PO Box above, Attention: PTSA Treasurer. *(Incomplete forms or those lacking necessary documentation will be returned.)*

Additional copies of this form may be downloaded from www.LibertyHighPTSA.com

Detail of Expense:

Budget Category/Line Item: _____

Make Check Payable to: _____

Payee's Phone # _____ Check Amount \$

Brief description of items or services covered by this request: _____

Method of Payment: *(Check one box below)*

Pay directly to the business/service provider listed on the attached invoice.

I'm School Staff, please leave reimbursement check in my school mail box.

Please reimburse me: at the next PTSA Board Meeting Leave in PTSA Mailbox **OR**

Mail check to: _____

Street

City

State

Zip code

Other Instructions:

Committee Chair/Executive Committee Approval:

Chair Name _____ Chair Phone # _____

Chair Signature _____ Date _____

For PTSA Treasurer's Use Only

Check
Number:

Check
Date:

Check
Amount: