Fairview Park Early Childhood PTA

Treasurer Check Request Form

Committee presenting bill: _____

Items/service this check covers: _____

Amount: $_____ **Make check payable to:** _____

Please check one:

- ❑ I'll pick up my check at the next PTA meeting.
- ❑ Please mail it to the following address. _____
- ❑ Please drop it off at the following address. _____
- ❑ I'll pick it up at the treasurer's house.

Signed: _____ **Date:** _____

Please attach all bills or receipts covered by this request. No checks will be issued without the proper paper-work. No sales tax will be reimbursed! Please use the tax-exempt form whenever possible.

$$$

FOR TREASURER'S USE ONLY:

Date Received

Date Received	Date Paid	Check #	Amount Paid	Logged in Ledger