



Check Request/Payment Authorization Form

- 1) Fill in all items on this form
- 2) Attach/include all receipts, invoices, or bills
- 3) Attach a self-addressed, stamped envelope for mailing check
- 4) Leave all three stapled together in the Treasurer's drawer in the PTA Nook in the School Office

Your Name:	Today's Date:
Activity and/or Program:	Your email & phone #
Amount requested:	Date of Activity:

Write check to (name of person or company)	
Mail check to (address) 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 ******

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

<u>For PTA Treasurer</u>	Date:
Approved and Logged:	Check #
	Amount: \$



**All Requests Due
First Monday in 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, 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 not be processed or may take longer. *TIP: Ask the vendor for an invoice beforehand if the check is needed the day the services/goods are provided.*
- 4) Help the PTA cut down costs and expedite your check processing by providing a self-addressed stamped envelope with your Check Request Form. Checks are no longer left in the front office for pick up and the default delivery method will be via US mail. If you are around school often, arrangements can be made to meet in person to deliver your check.
- 5) Attach all receipts/invoices/bills and the self-addressed stamped envelope to the completed Check Request Form. Leave everything in the red folder in the Treasurer's Drawer in the PTA Nook.
- 6) Checks are processed on the 1st and 15th of each month and it can take 7-10 days turnaround time after you drop off the completed Check Request Form and documentation. Therefore, completed forms are due the 21st for the 1st check processing and the 8th for the 15th check processing. ***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

Thank you,
Cherry Chase PTA Finance Vice President