

# Check Request Form

## Renaissance School PTSA

**Instructions:**

1. Complete the form
2. Attach receipts (requires for reimbursements)
3. Obtain chairperson signature \_\_\_\_\_
4. Place form and receipts in PTSA mailbox in an envelope marked "Treasurer"

**Pay to the Order of:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

**Deliver to:**

- Mail to above address  
 PTSA Mailbox  
 Other

**Description of Items Purchased (list amount for each receipt)**

Budget Category	Description	Amount \$
<b>Total Amount Requested (receipts required)</b>		

.....  
**For Treasurer Use Only**

Check # \_\_\_\_\_  
 Amount \_\_\_\_\_  
 Entered into Money Minders \_\_\_\_\_