



PTA Member Check Request Form
2019-2020

Please, remember to attach all receipts pertaining to the requested reimbursement. Please also use Heritage PTA's tax exempt form when making any applicable purchases. Heritage PTA will NOT reimburse sales tax on purchases that could have been tax exempt.

Today's Date:	Amount:
Date of Purchase:	Make Check Payable to:
Date Check is Needed:	Person Requesting:

Purpose:

Signature of Requestor:	Date:
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Please Circle Event Correlated to Purchase			
Bank Fees	Ceiling Tile Paint Night	Muffins with Mom	Trivia Night
Beautification	Donuts with Dad	Office Supplies	Variety Show
Bedtime Stories	Field Day	Popcorn	Other: ----- ----- ----- ----- -----
Book Fair	Grandparent's Day/ Someone Special	Popsicles on the Playground	
Book Fair Teacher Preview	Insurance	Staff Kickoff Breakfast	
Boosterthon	Membership	Staff Appreciation Week	
Bulletin Boards	Movie Nights	Spirit Wear	

Approval
Approval must be obtained on all purchases, prior to the purchase being made. Failure to obtain approval may result in the purchaser having to incur the expense. Signatures of two PTA Officers are required before the Treasurer will issue the requested check.

Approval:	Date:
Approval:	Date:

For Treasurer to Complete

Date Check was Issued:	Check Number:
Comments:	Treasurer Signature:
	Date:

