

Charles Barrett PTA 2011-2012 Check Request Form

Submission Date: _____ Date of Expense: _____

Submitted By: _____

Make Check Payable To: _____

Deliver Check To: _____ Staff Mailbox

_____ By Hand

_____ Mailing Address: _____

PTA Budget Category:

Amount:

Total Expense Amount:

Comments: _____

Please submit request as soon as possible after incurring expense. Reimbursement requests for the 2011-2012 school year must be made prior to June 30, 2012. If possible, include an original receipt or scanned copy. If you have any questions, please call Chalin Smith, PTA Treasurer, at 703-447-9139 or email to CBPTAtreasurer@gmail.com.

To be completed by Treasurer:

Date Paid: _____

Check No.: _____