



Haggard Middle School PTA Check Request Form

Please Print

Payable to (print): _____

Address: _____

Phone number: _____

Date Requested: _____

Requested by: _____

Chair Approval: _____

Treasurer Approval: _____

Check Delivery: PTA Box/File Next PTA Meeting SASE Provided

Note:

1. Haggard MS PTA does not reimburse sales tax.
2. Original receipts must be attached
3. Amount must be split between correct Budget Category to help maintain accurate books.
4. Amounts over the budget will not be reimbursed. Budget amendment will be required to pay overage.
5. If request is for change/petty cash - additional procedures are required (see Treasurer).

Budget Category	Description of Item/Service	Amount
<i>Total Reimbursement/Check Amount</i>		

<i>Treasurer's Notes:</i>	<i>Remarks:</i>
<i>Date Received:</i> _____	
<i>Date Paid:</i> _____	
<i>Check Number:</i> _____	
<i>Check Amount:</i> _____	
<i>Recorded:</i> _____	