

Arroyo PTA Check Request Form

Instructions: Fill out form in its entirety, including Committee Chair's (or above) approval signature. All requests must have receipt, invoice, or acceptable documentation in order to be paid. Allow 10 business days for processing. Submit to PTA Treasurer inbox in school office.

Date: _____ Total Amount: _____

Payee: _____

☐ Leave check in school office instead of mailing

Payee mailing address: _____

List all expenses for this request below:

Date	Vendor	Amount
Total		

Budget Category (if known): _____

Date needed if outside vendor: _____

Requestor Name: _____

I certify the above expense is a legitimate request, incurred by myself or paid to a vendor, but regardless for the use and benefit of the students of Arroyo Elementary. I also understand that if my expense is a tangible good, it is the property of Arroyo PTA and will be returned to the PTA trailer within 3 business days of use.

Requestor Signature: _____

Chair or above Signature: _____
Only required if applicable

Check Date:	Check No:	Date Mailed:
PTA Treasurer: _____		
PTA President: _____		
PTA Secretary: _____		