

# Hazelwood Elementary PTSA

## CHECK REQUEST FORM

PLEASE KEEP A COPY FOR YOUR RECORDS (committees, put in event binder), this is your receipt.

Checks will **NOT** be issued without original receipts, invoices or contracts attached to the check request form.

### General Information

- Staff reimbursements budgets apply by room, not individual. If the budget available to more than one staff member, it will be paid in full as requests are submitted; distribution is based on budget, not on individuals.
- Committee reimbursements must be approved by the committee chair or an individual designated to manage the committee's budget. Approval noted by signature on this form.
- Contracts must be signed by an executive committee member. Please submit contracts to your liaison for signature. Attach the original contract to your check request and keep a copy in your committee binder.

### Check List (Please verify each of these is satisfied before submitting your request)

- Attach original receipts or invoices marked paid
- Verify receipts and invoices (especially online order receipts) to be sure they indicate \$0.00 due or that the total amount has been charged – not just ordered.
- Verify receipts and invoices are being submitted within 30 days of expense. To request an exception or extension, discuss with the treasurer prior to incurring the expense.
- Verify receipts are being submitted in the same financial year they are spent (e.g. receipts dated July 1, 2008 through June 30, 2009 must be submitted for reimbursement prior to June 30, 2009).
- If requesting that a check to be written directly to a vendor, verify that a quote or completed order form is submitted with this form and a stamped, addressed envelope is provided. **DO NOT PLACE THE ORDER PRIOR TO REQUESTING THE CHECK OR HAVE THE VENDOR BILL THE PTSA. ORDERS PLACED IN THIS MANNER WILL NOT BE REIMBURSED.** Only orders placed with a contract signed in advance by an executive board member may be invoiced directly to the PTSA.

### Payments

- ✓ Checks will be available within two weeks of receipt of completed signed forms.
- ✓ Checks will be put in a committee folder, teacher's inbox, sent home in 'kid mail' or mailed directly to vendors. To have a check mailed to you rather than put in a folder or sent with a child, please include a self-addressed, stamped envelope (this does not apply to checks distributed after the last day of school).

Check #: \_\_\_\_\_

# Hazelwood Elementary PTSA - CHECK REQUEST FORM

Requester: \_\_\_\_\_

Phone: \_\_\_\_\_

Budget Charged: \_\_\_\_\_

Email: \_\_\_\_\_

Payable to: \_\_\_\_\_

Select Check Delivery Method:

Address: \_\_\_\_\_

Committee Folder: \_\_\_\_\_

\_\_\_\_\_

Teacher Box : \_\_\_\_\_

\_\_\_\_\_

Kidmail (Teacher/Student): \_\_\_\_\_

\_\_\_\_\_

Direct mail (note: request must include self - addressed, stamped envelope)

## Receipt Description

## Amount

Original receipts, invoices or contracts must be attached.

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

**Total Amount Requested:**

\$ \_\_\_\_\_

## Comments or Special Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## FOR TREASURER'S USE ONLY

Date Received: \_\_\_\_\_ Check Date: \_\_\_\_\_ Budget: \_\_\_\_\_

Comments: \_\_\_\_\_