

RNE PTA Request for Check

Co-Presidents: Hannah Milley
Jen Clutter
Treasurer: Daidra Parrish

Please e-mail completed form to:
rnepptapresident@gmail.com

Check requests cannot be processed without proper receipt/documentation attached AND PTA President approval on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Please email the completed form and all receipts to **rnepptapresident@gmail.com**, or put the completed form and all receipts in the PTA mailbox to be directed to the Co-Presidents for approval. Please allow up to two weeks for processing.

Requester completes this section:	
Date of Request:	
Person Requesting:	
Make Check Payable To:	
Amount of Check:	
Purpose:	
Budget to be Charged Against:	
Complete One:	
Return check to committee folder	Committee:
Send check home with student	Student name, grade & teacher:
Mail check to vendor	Complete address:
Signature of Requester:	
PTA President Approval:	
Date:	
<i>For Treasurer Use Only</i>	
Date Issued:	
Check Number:	
Charged to Budget Item:	
Comments:	
Signature of Treasurer:	