

# CHECK REQUEST

Payable To (Name, address, city/state, zip): \_\_\_\_\_

Check Disposition: U.S. Mail  Will Pick Up

Internal Mail Delivery to (teachers and church staff): \_\_\_\_\_

## Description

Date	Store/Payee	Category (Underwriting, Food, Supplies, etc.)	Amount
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Department (i.e. Breakfast with Santa, Auction): \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By (Chair signature): \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only-

Invoice Date: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Invoice #: \_\_\_\_\_

### General Ledger Coding

### Project-Grant Coding

	Corp	Sec	Dept	Sub-	Object	Amount	(Circle One)	Corp	Sec	Dept	Sub-	Object	Amount
A:							P or C:						
A:							P or C:						
A:							P or C:						
A:							P or C:						
A:							P or C:						
A:							P or C:						

Fund/Corp: \_\_\_\_\_

## Check Request Reminders/Check List

- Exclude all Sales Tax from total amount owed
- Highlight amount owed (minus taxes) on each receipt, write total at top right corner
- PTO chair signed and approved
- 2 copies of form and receipts
- Keep 1 copy for your records
- Turn in original copy and 1 copy of form and receipts to Treasurer in front office cabinet