

CHECK REQUEST FORM

NORTHWEST GUILFORD HIGH SCHOOL PTA

Requested by: _____ (Print Name) Date: _____

_____ Request for Reimbursement _____ Debit Card Transaction _____ Request for Payment of Invoice

Budget Category	Purpose of Expenditure	Amount
		\$
		\$
		\$
		\$
		\$
		\$
(Attach additional pages if necessary) TOTAL:		\$

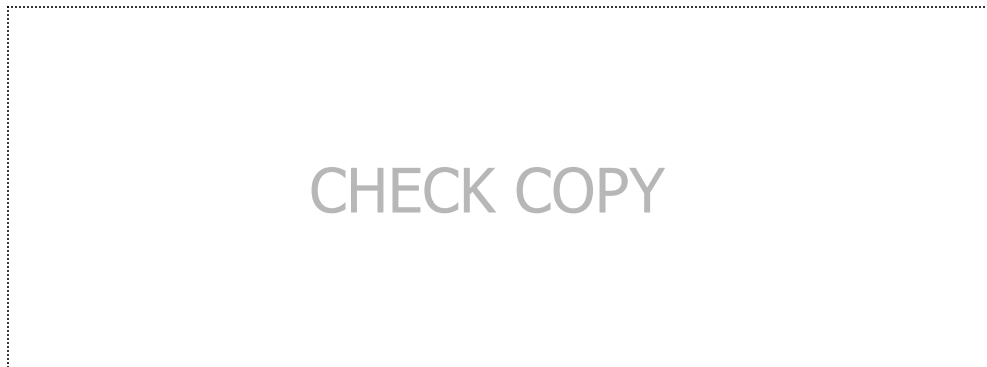
Delivery Options: ___ Send check home with my child. (Homeroom _____)
 ___ Mail to Address on Invoice (if personal reimbursement, cost of postage will be deducted from your check)
 ___ Other:

*** Original receipts must be attached. Only pre-approved items will be reimbursed. ***
 ~ Place completed form and all attachments in Treasurer Folder (PTA Mail Slot) ~

FOR TREASURER'S USE ONLY

Sales Tax Paid \$ _____ All Receipts Attached? _____ Budgeted Purchase? _____

Notes: _____ Date Delivered: _____



Direct questions to treasurersnwhspta@gmail.com.