

Ward School PTA-Check Request Form

Instructions: Please fill out this form for all check requests. Be sure to attach any receipts or invoices relating to this expense. *Reimbursements will not be processed without a receipt or invoice.* Requests made by Thursday will be processed by Tuesday.

If you are requesting reimbursement for student scholarships or teacher grants, please check the appropriate box and provide a brief explanation of need. Once completed please email form and receipts or invoice, if applicable to: treasurer@wardpta.com.

The last day to submit a reimbursement request for the school year is the last Monday before the end of the school year.

Please check the following items that apply to your request:

Student Scholarship _____

Teacher Grant _____

Event _____

Committee _____

Field Trip _____

Other _____

Requested By: _____ Date: _____

Signature: _____ Phone #: _____

Total Requested: \$ _____ If class trip, number of students: _____

Make check payable to: _____

Deliver to Address: _____

Email: _____

Approved by PTA Executive Member: _____

For Office Use Only

Committee/Event Chair _____ Treasurer _____

Date Paid: _____ Check #: _____ Amount: _____