



VISTA VERDE PTA



Check Request Form

Eligibility / Requirement for Issuing Check (please indicate and submit required documentations):

<input type="checkbox"/> Reimbursement <input type="checkbox"/> Payee is a current year PTA member. <input type="checkbox"/> Original itemized receipt or invoice is attached. <input type="checkbox"/> This Check Request Form is completed and submitted to PTA Treasurer.	<input type="checkbox"/> Payment to a vendor <input type="checkbox"/> Itemized invoice is attached. <input type="checkbox"/> This Check Request Form is completed and submitted to PTA Treasurer.
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- Original receipts must have the following required elements: date of purchase, store name/business, item(s) purchased, listed by price and quantity, total (\$), and proof of payment.
- Please submit completed Check Request Form and original receipt(s) to PTA mail slot in teacher lounge at school or by mail: PTA Treasurer, Vista Verde School, 6 Federation Way, Irvine CA 92603. For faster processing, email scanned documents to Treasurer@VistaVerdePTA.org and drop off or mail original paperwork to PTA.
- Check generally is issued within 2 weeks from date of submission.

Date: _____ Requested By: _____

Check Amount: _____ Check Payable To (Payee): _____

Check Delivery By: Pick up at school Other _____
 Mail

Address: _____

Contact Name: _____ Phone: _____

Email: _____

Purpose/Event: _____

FOR PTA USE ONLY:

Multiple Receipts:

President's Signature Date

Secretary's Signature Date

Check #: _____

Check Date: _____

Budget Category: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Total: _____