



MARSHALL ROAD ELEMENTARY SCHOOL PTA CHECK REQUEST FORM

Instructions: Please use this form when requesting payment from the MRE PTA for any activities (either for reimbursement or to pay a vendor directly). Please attach related receipts or invoices and explain the type of expense and/or the associated committee (i.e. ice cream social, teacher appreciation week, book fair, etc). Payment requests that are submitted without this form completed may be delayed until complete information is received. To submit this form, drop the completed form with appropriate attachments off in the school office or contact the MRE PTA treasurer at: treasurer@marshallroadpta.org.

Today's Date:	
Check Requested By:	
Contact phone number:	
Make Check Payable to:	
Amount of the Check:	
Due Date for the Check:	

Explanation of the expense:	
Completed/Signed Check should be (select one):	<input type="checkbox"/> Returned to requisitioner for distribution
	<input type="checkbox"/> Mailed to payee at the following address:

For Treasurer's Use Only:	
Check number: _____	Adjustments needed (Y/N). If so, reason and amount of adjustment:
Date of Check: _____	
Amount: _____	
G/L Reference: _____	