

# TREASURER REQUEST FORM

Complete form and include all original receipts (scan or picture) and email to [treasurer@jhsptsa.com](mailto:treasurer@jhsptsa.com)

Consult your committee chair and budget before spending.  
Treasurer will notify you when check is ready. Cash check promptly.  
No reimbursements can be given after June 30th.

DATE:		TOTAL AMOUNT:	
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CHECK REQUESTED BY:	
EMAIL & PHONE NUMBER:	
BUDGET LINE ITEM(S): <i>If multiple, please specify amounts.</i>	

DESCRIPTION: Include all ORIGINAL receipts and/or invoices

PAYABLE TO:	
NAME/COMPANY:	
POSTAL ADDRESS:	
EMAIL & PHONE NUMBER:	
DELIVERY (Check one):	<input type="checkbox"/> Mail Payment <input type="checkbox"/> School Mailbox Delivery

CHECK APPROVED BY	Board Member Name (print)	APPROVAL
<i>All board members have authority to approve all expenses.</i>		