

PLANT HIGH SCHOOL PTSA CHECK REQUEST FORM

Instructions:

- 1) Please fill out all information below.
- 2) Attach receipts or invoices to this form. No PTSA checks are processed without proper documentation.
- 3) Seek verbal pre-approval of reimbursement request from either the PTSA President or 1st Vice President.
- 4) Submit to the PTSA Treasurer for processing payment. Check Request Form and documentation can be scanned and emailed, mailed or placed in the PTSA box in the main office.

President	1 st Vice President	Treasurer
Connie Mayts 813.842.0821 3210 W Granada St 33629 cemayts@msn.com	Michelle Maingot 813.789.0141 906 S Golf View Street 33629 michelle.maingot@ey.com	Tiffany Gould 813.220.4447 1211 S Suffolk Dr 33629 tiffanycgould@gmail.com

Submitted by: _____ Date: _____

Make check payable to: _____

Vendor/Recipient's Address: _____

_____ Phone: _____

Check Amount Requested: _____

PTSA Budget Line Item: _____

PTSA Committee, if applicable: _____

Brief Description of Expense:

Verbally Approved by (Pres or 1st VP): _____ Date: _____



Date Paid: _____ Check # _____

Signature of Co-signer verifying documentation:
