FAIRMOUNT ELEMENTARY PTA
CHECK REQUEST FORM

This form must be completed for reimbursement of PTA expenses. All receipts must be attached and returned to the PTA box in the office. Alternatively, a completed form and scanned receipts may be e-mailed to the current Treasurer.
A reimbursement check will be placed back in the box (by the following Friday), in an envelope with your name on it, unless you have made other arrangements (use comment section below).
If you have questions, please contact Michelle Schiffbauer at cmschiffbauer@comcast.net.

Date	Office/Committee	Items/Explanation	Amount

Check Payable to: _____ **Total Amount:** _____
(Please Print)

Signature: _____ Date Submitted: _____

Phone or e-mail _____

Comments: _____

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Treasurer Use

Date Paid: _____ Check Number: _____