Highland View Elementary School PTA
Check Request Form

Check Request Process:
1. Check Budgeted amounts for Activity – see contact information below
2. Obtain necessary approvals for expenses
3. Fill out HVES PTA Check Request Form
4. Attach Receipts
5. Place completed form addressed to PTA Treasurer in the PTA drawer in the HVES Mail Room.

→ Check requests will be processed electronically unless otherwise requested.

→ Contact PTA Treasurer - Valerie Hennessey with any questions:
Email: vhennessey@starpower.net
Phone: 301 587 1830

Request Date: ______________

Amount Requested: $______________

Please make check payable to: ____

Check Requested by: ____ **Phone #:** ______________________

Send Check to this Address: ____

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Requestor's Signature _____________________________ **Approved by:** _____________________________

Itemization of Expenses: *** Receipts must be attached for payment**

VENDOR/SUPPLIER	EXPENSE DESCRIPTION VENDOR/SUPPLIES	PROGRAM/ACTIVITY	INVOICE/ RECEIPTS ATTACHED*	AMOUNT
			TOTAL CHECK AMOUNT	

Additional Comments:

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Paid by check number: ____________ **Date:** _______________