

STEPHEN F. AUSTIN HIGH SCHOOL PTSA CHECK REQUEST FORM



Instructions:

Complete & print this Check Request form, attach original itemized receipt, and place both in the AHS PTSA Treasurer folder in the AHS Office.

Or

Scan the original itemized receipt, complete & save your Check Request form electronically, and email both to the AHS PTSA Treasurer at sfaptsatreasurer@gmail.com requesting a reimbursement check.

NOTE: The form is not complete without the Chair Authorization signature at the bottom

Make Check 'Payable To': _____ Date Check Needed: _____

Check Requester: _____ Phone #: _____ Date: _____

Item	Budget Line to Debit	Event/Activity/Place of Purchase	Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Receipts or invoice should be attached; sales tax will not be reimbursed)

Total _____

Check Delivery Options:

- AHS Office Pick-Up: Check will be in an envelope in the PTSA Treasurer's folder. (Folder is in a clear plastic bin labeled 'PTSA' above the AHS Teachers & Staff mailboxes.)
- Check Mailed: Address: _____
- Other Delivery Option Requested: _____

Treasurer's Notes:

Date Received: _____ Invoice Date: _____ Date Approved: _____ Date Paid: _____ Check #: _____ Check Amount: _____	Remarks/Notes: _____
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Chair Authorization: _____

Treasurer or President Signature: _____

Questions? Email sfaptsatreasurer@gmail.com.