

Francis Scott Key PTA  
**Check Request**

**Request Date:** \_\_\_\_\_

**Requestor:** \_\_\_\_\_

**Pay to (if different from Requestor):** \_\_\_\_\_

<b>Budget Category</b>	<b>Description</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Request Total:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

Requests for reimbursement must be accompanied by receipts or other documentation.

Requests for pre-payment must be followed-up by sending the receipts or other documentation to the Treasurer.

Requests up to the approved budget should be approved by the Officer in charge of the event or by the Committee Chair although the Treasurer is authorized to pay these requests without further approval. Requests in excess of the budgeted amount must be approved by the Francis Scott Key PTA Board of Directors.

Please allow ample time for processing. Emergency requests should be discussed in person or by phone with the Treasurer. Please do NOT put emergency requests in the Treasurer's folder without first contacting the Treasurer.

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Treasurer's Use Only:

Check # \_\_\_\_\_

Date Paid: \_\_\_\_\_