

Check Request Form  
Benjamin-Evergreen PTA  
2017-2018

A check request form must be filled out for every reimbursement or payment request. Only items in the current budget will be approved for reimbursement. **Receipts must be attached to the form.**

Check requests may be sent via backpack to:

**Neha Myers, PTA Treasurer c/o**

**Neela Myers (Morgan-6<sup>th</sup> grade) or Jessie Myers (Williams-4<sup>th</sup> grade)**

Checks will be cut bimonthly, but not disbursed on weekends. Please feel free to contact me at 847-704-2432 or by e-mail at [nehmatt@yahoo.com](mailto:nehmatt@yahoo.com) if you have any questions.

Absolutely no reimbursements will be allowed for Check Requests submitted after 5/26/18.

Thank you for your cooperation,  
Neha Myers  
PTA Treasurer

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Date: \_\_\_\_\_  
Payable to: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Requested by: \_\_\_\_\_  
Approved by (Committee Chair signature): \_\_\_\_\_

Return check to: \_\_\_\_\_  
(Check will be returned via backpack unless notified otherwise. If check is to be mailed, please include mailing address.)

=====Treasurer Use Only=====

Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date paid \_\_\_\_\_