

**MAPLE HILLS PTA
CHECK REQUEST FORM**



Please submit at least two (2) weeks before the event so that the Treasurer has time to get to the bank prior to the event along with a quote from the vendor/supplier stating the amount being requested. If you have any questions, please contact the Treasurer at treasurer@maplehillspta.com.

Event: _____

Date of the Event: _____

Event Chair(s): _____

Date Check Needed: _____

Vendor Name: _____

Goods Being Purchased: _____

Total Amount of Check Request: \$ _____

Memo: _____

Chair Signature _____ Date: _____

PTA Office Use

Treasurer Signature _____

Date Received _____

****Make sure to keep the receipt and provide a copy to the Treasurer after goods are received.**