Thomas Jefferson High School for Science and Technology

PTSA

***every*child. *one*voice**

FY 2007-08

Check Request Form

Today's Date: _____ Date Needed:_____

Nominal check processing time is 1 - 2 weeks

Make Check Payable To: _____

Amount of Check: _____

Distribution Purpose: _____

_____

Supporting Documentation: _____

Attach Invoice or Receipt to the back of this Form.

Mail Check To:_____

_____

_____

Telephone(s) / E-mail(s): _____

PTSA Committee Chairperson's Name:_____

Committee Chair Signature _____

(If no committee chair, use Exec. Board or Officer's signature for approval)

Please keep a copy of the Check Request Form (CRF) and receipts for your files. Staple together the CRF and all invoices or receipts (either originals or photocopies) and place in the Treasurer's folder in the school's PTSA President's mailbox or mail to:

Carrie Kilgore
TJHSST PTSA Treasurer
9508 Macy Avenue
Vienna, VA 22182

Questions? Call Carrie Kilgore (703) 938-9508 or email to ptsa.treasurer@tjhsst.edu

For Treasurer's Use:

Check #: _____ Amount: _____

Voucher #: _____ Account:_____

Date paid by treasurer: _____ mailed / hand delivered