

**CORNERSTONE ACADEMY PTA
CHECK REQUEST/REIMBURSEMENT VOUCHER**

Date of Request: _____ Requested By: _____

Phone: _____ Email: _____

Check Details:

Amount Requested: _____
(Receipts/Invoices should be attached and **sales tax CAN NOT be reimbursed.**)

Check payable to: _____

Address: _____

City, State Zip Code: _____

How to Disburse Check:

- Mail to payee @ above address. **Attach 2 copies of the invoice(s) if mailing to a vendor.**
- I will pick up from CSA front desk.
- Deliver to my school mail slot.

Is check needed by a certain date? Yes No If yes, date needed: _____

Committee/Budget Line Item (Ex.: CESITS, Student Events, Staff Appreciation, Auction, etc.)

(If more than one line item, please include detail. This must be itemized for reimbursement.)

Purpose of Expense: _____

Committee Chairman's Authorization (required): _____

Treasurer's Signature: _____

To get your check, please be sure to include:

Committee/budget line item and purpose of expense

Chairman's signature.

All receipt(s)/invoice(s).

Form will be returned to you if not completed correctly, delaying your check.

After Chair has signed, please place in Meredith Moore's PTA inbox or
email request & receipts to mericmoore@gmail.com.

Please allow several days for processing.

**In most cases, check requests completed and turned in by noon on Friday will be
completed by the following Friday.**

Treasurer's Notes: Date Rec'd: _____ Date Issued _____ Check No.: _____