

Tahoma High School PTA

PO Box 74
Maple Valley, WA 98038

Check Request Voucher

Please attach receipts or invoices to this form.

(This will help the treasurer in keeping accurate account information for line items).

Please check appropriate box:

REIMBURSEMENT

INVOICE FOR PAYMENT

START-UP FUND

Date of request: _____

Requested by: _____ **Phone Number:** _____

Committee	Budget Line Item	Amount Requested
1. _____	_____	_____
2. _____	_____	_____

Total Amount Requested:

\$ _____

Purpose: _____

Signature: _____

Check Payable to: _____ **PTA Board Meeting**

Address: _____ **Mail Check**

Phone #: _____ **Phone for P/U**

FOR TREASURER'S USE ONLY

Check Date: _____

Check Payable to: _____

Check Number: _____ Check Amount: _____

Budget Line Item(s): _____

Treasurer's Signature: _____