

Anderson PTSA
Check Request

1. Request Date: _____
2. Requestor Name: _____ Phone: _____
3. Purpose of Expenditure: _____
4. Amount of Expenditure: _____ (receipts must be attached)
5. Issue Check to: _____
6. Disburse check in the following way (indicate one):
 - a. _____ Take check to next PTSA meeting
 - b. _____ Call me (requestor) at _____ so I can meet the Treasurer and pick up check
 - c. _____ Mail check to: _____

7. Sign this form after it has been checked for accuracy

_____ (signature) (date)

8. Submit this form *with receipts* to:

Mary Beck
Anderson PTSA Treasurer
7618 Rockpoint Dr.
Austin, TX 78731

Questions? Call Mary at 502-1225 or email at becks@austin.rr.com

For Treasurer's use:
Check Number _____
Check Amount _____
Check Date _____
Budget Account _____
Posted _____