

**Mountain Park Elementary  
PTA REQUEST FOR CHECK**

Please put this form in the blue PTA dropbox outside of the school or the dropbox in the front office. Note: A receipt must be attached for all expenses.

Email Mountain Park Treasurer [Treasurermpe@gmail.com](mailto:Treasurermpe@gmail.com) with questions.

If you want your check mailed to you, please attach a self-addressed stamped envelope to your check request. Vendor's checks will be mailed to the address provided below. **Lost checks will not be re-issued until after 90 days from the date of the check and with a \$36 stop payment fee taken out. All checks not cleared as of June 30 of each year will be voided. Please note that per PTA Bylaws, all expenses must be submitted within 45 days of the event. No expenses will be reimbursed after that time.**

Date of request: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Description of expenditure: \_\_\_\_\_

Person requesting: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature of requester: \_\_\_\_\_

How would you like to receive your check: **\*Staff checks will be in your staff mailbox\***

Send home with my student...

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Put in the PTA office filing cabinet for pickup

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICE**

**Once you turn in this form, the PTA co-presidents will approve Check Requests. To ensure approval, please make sure your expenses are within MPE PTA approved budget. Expenses outside of the approved budget may result in the purchaser having to incur the expense.**

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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For Treasurer's Use Only

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Date issued: \_\_\_\_\_ Check number: \_\_\_\_\_

Charged to budget item: \_\_\_\_\_

Signature of treasurer: \_\_\_\_\_