Canyon Rim PTA Check Request

Questions? Email treasurer@canyonrimpta.org

Complete online!

1. Use this form to request payment to a vendor. This is not a reimbursement request
2. Attach an invoice or contract as documentation.
3. All requests must be pre-approved and within the approved budget.
4. Please leave this form in the PTA mailbox in the school office.

Requestor Information

Submitted By: ______________________________ Date: ________________

Email: ______________________________ Phone: ________________

Payee (Vendor) Information

Vendor Name: ______________________________

Email: ______________________________ Phone: ________________

Payment Details

Amount Requested: $________________

Make Check Payable To: ______________________________

Purpose of Payment: ______________________________

Event/Program (if applicable): ______________________________

Budget Line Item: ______________________________

Date Payment is Needed: ______________________________

- ☐ Invoice Attached
- ☐ Contract or Agreement Attached

Requestor Signature: ______________________________ Date: ____________

Check Distribution

- ☐ Give Check to: ______________________________
- ☐ Mail Check to: ______________________________
- ☐ Other (email treasurer@canyonrimpta.org to coordinate)

Received By: ______________________________ Date Received: ________________

Please return this form to the PTA mailbox after signing that the check was received

Treasurer Use Only

Check Date: ____________ Check # ____________ Amount: $____________

Signature: ______________________________