

# **New Monmouth School PTA**

## **Check Request Form 2019-2020**

This voucher must be submitted to Treasurer within one week of the expense and along with original receipt or invoice/order form attached. Photocopies will not be accepted. Exceptions to this must be approved by Treasurer prior to submission of this check request. If questions, please call or text # below.

### **CHECK REQUEST ONLY**

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Requested by: \_\_\_\_\_

Signature of requestor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

If not being mailed, to whom or where does the check go? \_\_\_\_\_

Reason for Check: \_\_\_\_\_

Budget Category: \_\_\_\_\_

Signature of PTA President: \_\_\_\_\_

**Return to Treasurer:**            **Joanne Curcio**  
   **14 Morgan Road, Middletown, NJ 07748**  
   **732-495-6366 (home) 201-341-8624 (cell)**  
   **missy594@yahoo.com**

**Do not write below this line:**

### **Treasurer completes**

Budget Category: \_\_\_\_\_ Voucher #: \_\_\_\_\_

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_