East Lake PTA **Check #_____**

Check Requisition Form

1. Please fill out all information below
2. Staple your receipt or invoice to this form
3. Place in the PTA Mailbox, Treasurer's Folder or give directly to Emily Einhorn
4. It is required that you give 1 week notice when you need a check

If you have any questions, please text/call Emily Einhorn at 516-695-8408, include your name & committee in the text. If you need to email me, please do so at **Treasurer@eastlakepta.org**

Date of Request:	
Date Payment is Required:	
Committee Name:	
Member Name & Contact Info:	
Reason for Request:	
Make Check Payable to:	
Amount:	

*** REMINDER, We are tax exempt so payment should not include tax. If you need a copy of our tax-exempt form, please let me know.

Thank You – Emily Einhorn, East Lake PTA Treasurer 2025-2026