

East Lake PTA
Check Requisition Form

Check # _____

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 Luz Bove
4. It is required that you give 1 week notice when you need a check

If you have any questions please text/call Luz at (917)562-5044. Include your name & committee in the text. If you need to email me please do so at ELPTATreasurer@gmail.com.

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 no payments should include tax.
Thank you - Luz Bove, EL PTA Treasurer