

**CENTRAL SCHOOL PTA
CHECK REQUEST FORM**

Payee: _____

E-Mail Address: _____

Amount: \$_____

Committee: _____

Chair Signature: _____

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- Please include a copy of your receipts along with the Check Request Form
- Check Request Form and receipts should be placed in the PTA Treasurers' mailbox in the Central School front office
- The PTA cannot reimburse for taxes so please use the PTA tax exempt id number found on the PTA website under 'Forms'
- Reimbursement checks will be in the Central School front office approximately 2 to 3 weeks after submission