

Central Valley PTA

Direct Check Payment Form

- Complete this form when requesting a check
- Attach all required invoices to this form and forward to the PTA treasurer
- A copy should also be placed in your committee binder
- No checks will be written without an invoice

Name _____ Phone _____

Date check is needed by _____

Check Payable to _____

Amount _____

Budget Line/Committee _____

Comments of special instructions

Signature _____ Date _____

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For Treasurer Use Only:

Date received by Treasurer _____

Date Check Issued _____ **Check No** _____ **Date Check Cleared** _____

Approved by _____

**Please attach receipts or copy of receipts and submit to PTA treasurer:
Stephanie Brown
412-863-2052 or steph.browncvt@gmail.com**