ROWAYTON ELEMENTARY SCHOOL PTA CHECK REQUEST FORM

Please complete this form and scan along with all electronic copies of the receipts and email to **rowaytonptatreasurer@gmail.com**.

Requests left in the school office will be picked up on Friday afternoons - **It is greatly preferred that all check requests are emailed and accompanied by receipts.**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Budget line item reference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Please note that without this information the check will not be processed – please be specific**

**Check amount: $\_\_\_\_\_\_\_\_**

**Payable to:\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*required for online banking

**Check distribution**:

\_\_\_\_\_\_ Mail check(s) to address(es) listed above

*(Please note, all checks will be sent from Fairfield County Bank online banking to the address listed above unless you have a special request.)*

\_\_\_\_\_\_ Other (please explain, e.g., must hand deliver check for field trip, rush request b/c of extenuating circumstances, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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For Bookkeeping/ Treasurer Use:

Payment Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Check number \_\_\_\_\_\_ or online banking\_\_\_\_\_\_ QB\_\_\_\_\_

Signature and date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_