

**ALHS PTA
CHECK REQUEST
2023-2024**

| Treasurer Use Only: | |
|---------------------|--|
| Check # | |
| Date | |
| Amount | |

Date: _____

Amount: _____

*** We cannot reimburse for taxes. Please use a tax exempt form***

Payable To: _____

Address: _____

Committee: _____

Member Name: _____

Budget Remaining: _____

Approved: _____ (By President)

Description: _____

Reimbursement Procedures/Check Requests

- * All check requests must include an itemized receipt in order for you to be reimbursed.
- * Check requests must be approved by Audra Averello, President, before given to the Treasurer.
- * All expenses should be submitted in a timely manner and none later than June 15, 2024.

If you have any questions, please call the Treasurer, Tracy Hughes - (440) 223-1295
email at ALHStreasurer21@gmail.com