

For Treasurer's Use

Check # _____ Date _____ Amount \$ _____

Lynn Road Elementary School PTA
1601 Lynn Road
Raleigh, NC 27613

Check Request Form

Date: _____ Submitted By: _____

Contact Number: _____

Email: _____

Committee/Budget Line Item: _____

Pay To: _____

Total Amount \$ _____

Address: _____

(Include address only if check needs to be mailed)

Purpose of Expenditures/Notes: _____

Please Remember:

- Check may be delayed if information is incomplete or missing.
- Attached Receipts, Invoices, Order Forms, etc for **all** requests.
- Return completed form to Treasurer's slot in the mailroom or mail request to Julie Puckett, 6308 Wynbrook Way, Raleigh, NC 27612.
- Check will be returned to your mailbox or the PTA folder unless otherwise specified.

For questions regarding check requests, please contact
juliegaglione@mindspring.com or 870-1238 before 9:00 pm.
For questions regarding deposits, please contact Meg Atkins at 848-9090 or
matkins7@nc.rr.com.