

ORADELL PTA

CHECK REQUEST & REIMBURSEMENT FORM

**Submit this form along with appropriate receipts to Amanda Lozano (OPS PTA Treasurer)
by dropping this form into the PTA mailbox at OPS.**

Please note:

- 1) Checks can have a two- week processing time please plan appropriately.*
- 2) Checks can not be written without attached receipts.*
- 3) Unless agreed upon in advance, forms should not be handed off at pickups, at baseball games, in personal mailboxes or sent into school via your child's backpack. Thank you in advance.*

Name of requesting PTA member: _____

Committee: _____

Email/Cell phone of requester (for follow up questions only) _____

Make check out to: _____

Amount: \$ _____

Date of event (for vendor/check requests): _____