



**Rachel Carson Middle School PTA  
CHECK REQUEST FORM**

To process your request for reimbursement from the RCMS PTA, the following is required:

- This completed form (all fields required unless otherwise marked)
- Invoices or ORIGINAL receipts, attached to this form
- Written approval (attached or emailed to [rcmspta.treasurer@gmail.com](mailto:rcmspta.treasurer@gmail.com))

<b>Date of Request:</b>	
<b>Person Making Request:</b>	
<b>Phone (optional):</b>	
<b>Email:</b>	
<b>Committee or Project:</b>	
<b>Reason for Disbursement:</b>	
<b>Amount Requested:</b>	
<b>Check Payable To:</b>	
<b>Mail Check To:</b> (Name and Address)	
<b>Approved By:</b> (Executive Board Member)	

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**Treasurer's Use Only**

<b>Check Number:</b>	
<b>Amount of Check:</b>	
<b>Date Check Written:</b>	