

**TROY INTERMEDIATEPTA**

**CHECK REQUEST**

**2023-2024**

<b>Treasurer Use Only:</b>	
Check #	
Date	
Amount	
Financial Review	

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

**Amount:** \_\_\_\_\_ ( ) **Receipt Attached**

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

**Payable To:** \_\_\_\_\_

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

**Committee:** \_\_\_\_\_

**Member Name:** \_\_\_\_\_

**Budget Remaining:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ (By President prior to submission to Treasurer)

**Approved:** \_\_\_\_\_ (by Treasurer at payment)

**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 Natasha Berridge, President, before being given to the Treasurer for approval and payment.
- \* All expenses must be submitted in a timely manner, no later than June 30, 2023.
- \* We are unable to reimburse for any taxes paid.

If you have any questions, please call the Treasurer, Heather Jones at 440-785-9663 or email heajones@gmail.com