

Check Requisition Form

- 1. Please fill out all information below
- 2. Staple your receipt or invoice to this form
- 3. Place in the PTA Mailbox, Treasurer’s Folder or give directly to Megan Kelly
- 4. It is required that you give 1 week notice when you need a check

If you have any questions, please text/call Emily Einhorn at 516-695-8408, include your name & committee in the text. If you need to email me, please do so at **Treasurer@eastlakepta.org**

Date of Request:	
Date Payment is Required:	
Committee Name:	
Member Name & Contact Info:	
Reason for Request:	
Make Check Payable to:	
Amount:	

*** REMINDER, We are tax exempt so payment should not include tax. If you need a copy of our tax-exempt form, please let me know.

Thank You – Emily Einhorn, East Lake PTA Treasurer 25-26