



TREASURER REQUEST FORM

Complete form and attach all original receipts and board member signature.
 Email to treasurer@kirklandptsa.org or deliver to KiMS office
 Treasurer will contact you when your check is ready for pick up.
 Process may take up to 14 days.

REQUEST CHECK:	<input type="checkbox"/> Reimbursement <input type="checkbox"/> Classroom Grant	<input type="checkbox"/> Vendor Payment <input type="checkbox"/> Cashbox	REPORT NON-CASH DONATION:	<input type="checkbox"/>
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DATE:		TOTAL AMOUNT:	
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CHECK REQUESTED BY:	
EMAIL & PHONE NUMBER:	
BUDGET LINE ITEM (One per form):	

DESCRIPTION: Attach all ORIGINAL receipts and/or invoices

INDEPENDENT CONTRACTOR FORM (Required for ALL vendors providing service):	<input type="checkbox"/> Included <input type="checkbox"/> On File
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PAYABLE TO:	
NAME/COMPANY:	
POSTAL ADDRESS:	
EMAIL & PHONE NUMBER:	
DELIVERY (Check one):	<input type="checkbox"/> Mail Payment <input type="checkbox"/> Hand Delivery

CHECK APPROVED BY (Board Member Name):	
APPROVAL SIGNATURE	

FOR TREASURER'S USE ONLY:					
CHECK #:		DATE ISSUED:		TOTAL AMOUNT:	
NOTES:					