



GHS PTSA CHECK REQUEST FORM

Fill in the information requested on the form.
Staple your invoice and/or receipts to the back.
Submit form to Garfield PTSA Treasurer (PTSA box in school office).
Questions? Contact ghsptsatreasurer@gmail.com

Your name: _____

Phone and/or email: _____

Amount requested:

Make check payable to: _____

Send check via: *select method*

- School mailbox
- US mail
- Other (type here)

For U.S. mail, provide address below:

Street

City

State

ZIP

Budget line/category/committee: _____

Other explanation/instructions:

**By signing this form, I acknowledge that all items and property purchased with
Garfield High School PTSA funds are the property of Garfield High School.**

Signature: _____ Date: _____

Please do not write below line—for Garfield PTSA Treasurer's use only

Date received: _____ Date sent: _____ Treasurer's Signature: _____