



**GHS PTSA CHECK REQUEST FORM
2023-24**

Fill in the information requested on the form.

Scan or photograph this form and receipts, and submit via email to:

ghsptsatreasurer@gmail.com and ghsptsacotreasurer@gmail.com

Please allow 14 business days from the date of submission for reimbursement.

Receipts must be from the 2023-24 school year and submitted no later than June 15, 2024.

Questions? Contact ghsptsatreasurer@gmail.com.

Your name: _____

Phone and/or email: _____

Amount requested:

Make check payable to: _____

Checks are delivered via USPS. Please provide a mailing address:

Street

City, State, Zip

Budget line/category/committee (if known): _____

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: _____

Typing /s/ and your name constitutes your signature.

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

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