



KELLOGG MIDDLE SCHOOL PTSA

CHECK REQUEST / REIMBURSEMENT FORM 2023-2024

Important Deadlines!

Check and reimbursement requests must be submitted by June 14th, 2024

Please cash/deposit checks prior to June 30th, 2024

- 1. Please fill out this check request form electronically on your computer and save a copy.
- 2. Scan and attach all receipt (s) to this form. Paper receipts are also appreciated if possible.
- 3. Submit via email to treasurer@kelloggptsa.org, or place in the treasurer's folder in the PTA room & notify Treasurer via email at treasurer@kelloggptsa.org

Name/Check Payable to:

Email:

Phone:

Mailing Address (or instructions on where to deliver check at school):

Expense Amount: \$

Program or Event (include budget line item name, if known):

For PTSA Treasurer's Use Only

Date received:	Date paid:
Budget Line Item:	Check Number: