



UGL PTA Check Request Form



Requested by: _____ Date _____
Phone # _____

Amount: _____

Payable to: _____

Address (if being mailed out)

Reason for check: _____

Committee/Activity _____

Approved by: _____

(Must be approved by Committee Chair or Board Executive)

This expense voucher must be submitted to the Treasurer within 30 days of the expense and must have receipts, invoices or order forms attached.

For Treasurer's Use: Check# _____ Date _____ Logged in _____

Account: PTA / Tricky Tray

Any questions email Emily Diaz at ediaz.uglpta@gmail.com or text (201) 881-9967