



Chantilly High School PTSA

4201 Stringfellow Road
Chantilly, VA 20151
(703)222-8100

CHECK REQUEST FORM: **PTSA**

Date: _____ Requested by: _____

Phone Number: _____ Email: _____

Make payable to: _____

Total Amount Requested: \$ _____

Itemized Receipts (For more than 5 receipts, itemize on back or separate sheet)

Store/Vender	Budget Category	Amount

Please deliver check by:

____ School Mail Box Slot ____ Will pick up when ready

____ Mail to Address: _____

Please attach bills, invoices, receipts or a signed contract to this request. A separate request is required for each payee (check), but multiple items and budget categories may be included in one request. E-mail treasurer@chantillyhsptsa.org for questions.

Treasurer's Use:

Received Date: _____ Treasurer Signature: _____

Date Paid: _____ Check Number: _____