

Moreland Teachers Association

CHECK REQUEST

For Reimbursement or Payment

If you are requesting either reimbursement or payment of an invoice, please complete this form and securely attach all receipts or documentation. Submit the completed form to the MTA Treasurer. Once this form has been approved by the MTA President, Vice President, and Treasurer, your check will be generated and delivered per the method requested below. If you need your check ASAP, please describe below and every effort will be made to accommodate your request.

Your Name and Phone: _____

Today's Date: _____ Total Amount of Check: _____

Check Payable to: _____

Check Required for:

Reimbursement

Requests for reimbursement must be within 60 days from the date incurred and must be accompanied with the original receipts. Failure to follow this procedure may result in a disallowance of the request. Purpose of expenses (i.e. Parking for CTA Conference, etc... Please provide as much information as possible.)

Pay Attached Invoice

Purpose of payment (i.e. Registration for CTA Leadership Conference, etc... Provide as much information as possible.): _____

Urgent Request

Provide detailed reason: _____

I hereby certify that the above is a true and correct statement of expenses incurred by me in the service of the Moreland Teachers Association.

Your Signature

Deliver Check via:

Pony to Site: _____ Other (Specify) _____

For Treasurer's Use Only

Date _____ Amount _____

Check Number _____ Charged to _____

Approvals

MTA President or Vice President/Date

Treasurer/Date