



## CHECK REQUEST

All checks will be mailed directly to payee if address is included, or please provide alternative instructions below. Reimbursements for WG teachers will be placed in mailboxes. Questions? Email PTC Treasurer Sharman Leventon at [wgptc.treasurer@gmail.com](mailto:wgptc.treasurer@gmail.com)

Payee  
Name: \_\_\_\_\_

Payee  
Address: \_\_\_\_\_

City, State,  
Zip: \_\_\_\_\_

Amount of  
Check: \_\_\_\_\_

- Payment of Invoice - attach invoice, bill or statement
  
- Reimbursement - attach receipt(s)

Project/  
Activity: \_\_\_\_\_

Purpose of  
Funds: \_\_\_\_\_

Special  
Instructions: \_\_\_\_\_

Signature of  
requestor: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_