SQUALICUM HIGH SCHOOL PTSA
CHECK REQUEST
sqhs_ptsa_treas@yahoo.com

Check # _____

Date: _____

Please prepare check in the amount of: _____

Make check payable to: _____

Delivery of Check:

☐ Pick up by: _____

☐ Mail check to: _____

_____

_____

_____

General/PAAC Group Name (e.g. football)

Please apply check amount to the following budget line item(s):

PAAC/Event general description	Amount
PAAC/Event general description	Amount
PAAC/Event general description	Amount

Total line items must equal check request amount

I certify that the use of these funds follows current PTSA guidelines as detailed in SQHS PAAC Policies and Procedures:

(Signer must be PAAC Group Board Member and cannot to the same as the payee)	Date
Print Name	phone number and/or email address

Date Treasurer received and initials

*** Checks will be ready on Tuesdays and Fridays at noon. To receive a check on Tuesday PM, request must be received by Monday 5:00pm; for Friday PM, request must be received by Thursday 5:00pm.**

***Requests can be delivered via email (see above) or dropped off at Moss Adams which is located in Barkley Village (2200 Rimland Lane, Suite 300). Office hours 8:15 – 5:00pm M-F phone 201-8106 and 296-1826**
Same building as On Rice - 3rd floor.