

# Lincoln School PTA

414 Montross Ave  
Rutherford, NJ 07070

## Check Request Form

Please complete this form, attach documentation (receipt(s), invoice, or contract), and submit to Monica Rodriguez, Lincoln School PTA Treasurer. Questions? Contact Monica at 201/410-6000 (cell) or monicarodriguezpta@gmail.com.

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

**Amount Requested:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Committee:** \_\_\_\_\_

**Pay to the Order of:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Approved:

\_\_\_\_\_  
Lincoln School PTA President's Signature

\_\_\_\_\_  
Lincoln School PTA Treasurer's Signature

**Check #:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Account Charged:** \_\_\_\_\_