

Suffield Middle School PTAC

Check Request Form

Personal Information

Date: _____ Phone: _____
Name: _____
E-mail: _____

Account Information

Check Payable to: _____
Amount: _____ Date needed: _____
Project: _____
Reason for Check: _____
Address of Payee (if no bill attached): _____ _____
Please attach bill to this form and the PTAC Treasurer will mail it.

Treasurer's Box

Account #: _____
Check #: _____
Dated: _____

Final Details

Approved by (Chairperson or PTAC Board Member): _____
Date: _____

Submit directly to the PTAC Treasurer, Kathie Bond at kbond11@sbcglobal.net or leave in an envelope addressed to the attention of PTO Treasurer in the PTAC mailbox located in the Teacher's Lounge