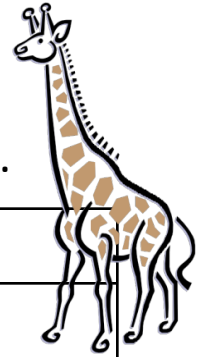


Greens Farms School PTA - Check Request Form

Complete and attach any invoices or receipts. Submit to the Treasurer's Mail
File in the GFS Office. Retain a copy for yourself. Please contact GFS PTA
Treasurer, Catherine Young, at catherineyoung@gmail.com with any questions.



Name:	Date:
Amount Due: \$ _____ Please attach invoice or receipts.	Type of Transaction: <input type="checkbox"/> Reimbursement Request <input type="checkbox"/> Payment Request

For Staff Member - Email Address: _____@westportps.org

For Parent - Email Address: _____

- Remember that the GFS PTA is a tax-exempt organization, Tax Exempt # 0018181826. You are not required to pay sales tax on goods purchased for our GFS PTA.

- For Art Smart, the annual maximum per classroom is \$100.

PTA Event / Program: _____

*For Art Smart - Name of Classroom Teacher: _____

Check payable to: _____

☐ Send payment to school: 17 Morningside Drive, Westport, CT 06880

☐ Send payment to this address: _____

Reason for expense and details: _____

For Treasurer:

Check #:	Date:
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