



PS199 PARENT TEACHER ASSOCIATION  
270 WEST 70<sup>th</sup> STREET  
NEW YORK, NY 10023

**General Check Request Form for 2019-20 School Year**

**NOTE: Turnaround time from receipt of check request to check delivery is 2 weeks.  
The last day to submit a check request for the 2019-20 school year is Friday, June 12, 2020.**

**Please note a STAMPED and addressed envelope must be included if check is to be mailed**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Requester's Email/Phone: \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

Explanation of Expense:

**\*Please attach to this document the original vendor receipt or invoice.**

Approved By: \_\_\_\_\_  
**Committee Chair/Exec Board**

Committee/Event: \_\_\_\_\_

Issue Check To: Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Check delivery option (check one box):**

**Mail to Recipient at  
the address above  
(must attach a stamped  
envelope or the request will be  
returned)**

**Kidmail Delivery to Recipient**

Name of Teacher & Rm #: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

**For Treasurer Only:**

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

Expense To: \_\_\_\_\_

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