



**FAIRFIELD ELEMENTARY SCHOOL
PTA**

330 Massapequa Avenue
Massapequa, New York 11758
(516) 308-5300 www.msd.k12.ny.us

<http://www.fairfieldpta.org>

Facebook.com/FairfieldElementarySchoolPTA
Twitter @FFEmSDPTA

Check/Cash Request Form

Date Submitted: _____

Requested By: _____

Phone Number: _____

Check Payable To: _____

Total Amount Requested: _____

Description of Expenditure: _____

Committee to be Charged: _____

All checks will be sent to the requestor for payment submission unless other instructions are provided below:

Special Instructions: _____

IMPORTANT REMINDERS:

- ⇒ Receipts must be attached for all requests.
- ⇒ No sales tax can ever be reimbursed, therefore, please make sure to use the Tax Exempt form, which can be obtained upon request to the Treasurer.
- ⇒ All check requests must be submitted within thirty (30) days after an event.

Treasurer Use Only

Check Issued: _____ Date: _____

President's Signature: _____