



Check Request Form

Attach supporting invoices/receipts to check request and place in the PTO Treasurer box in the front office. No check will be issued without attached support.

Date Submitted: _____ Amount: _____

Check Payable to: _____

Activity/Budget Line: _____

If check is to be mailed, please include the address:

Form completed by: _____ Phone #: _____

For Treasurer's Use Only:

PTO Budget Line Item Charged: _____

Treasurer Signature: _____

Approved by: _____

Check #: _____

Date: _____