

VESTAVIA HILLS
dolly ridge
ELEMENTARY

PARENT TEACHER ORGANIZATION

CHECK REQUEST FORM

Date Submitted: _____ Amount: _____

Check Payable to: _____

Activity / Budget Line: _____

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

Form Completed By: _____

Phone Number: _____

Instructions: Email completed form and supporting documentation (invoices, pictures of receipts, etc.) to dollyridgeptotreasurer@gmail.com with only the amount in the subject line of the email. (examples Subject: \$45.50 or Subject: \$200.17)

Checks will not be issued without attached support.

For Treasurer's Use Only

Check Number: _____ Date: _____

PTO Budget Line Item Charged: _____

For amounts over \$1,000:

Approved By: _____