

# Check Request Form

## Vestavia Hills Elementary East – PTO

Please 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. Thank you

Check Request for:

\_\_\_ Classroom Acct (Teacher: \_\_\_\_\_)    \_\_\_ Fundraiser    \_\_\_ Other

Date Submitted: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Check Payable to: \_\_\_\_\_ Amount: \_\_\_\_\_

Activity/Budget Line: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Form Completed By: \_\_\_\_\_ Phone #: \_\_\_\_\_

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**For Treasurer's Use Only:**

PTO Budget Line Item Charged: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_

Check #: \_\_\_\_\_

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