

PTO Check Request Form

Note: This form is to be used for expenses incurred for PTO activities – not for Teacher Pin money. All Teacher Pin money requests must be on a separate form and forwarded to the School's Business Office.

Procedures:

- Fill out form below and attach all receipts. If expenses were incurred for more than one PTO activity, please designate amounts for each activity.
- Have activity chairperson or PTO Chair approve expenses and sign form.
- Return this form to the PTO Treasurer by email or through the PTO mailbox at either campus.

Date of request: _____ Amount requested: _____

Requested by: _____

PTO activity for which expense was incurred: _____

Make check payable to: _____

Date check needed by: _____

Preferred check delivery method (e.g. mail to [address], send home with child, etc.):

Signature of chairperson/PTO Chair:

Amount paid	
Check #	
Date	