



Central School PTO Check Request

INSTRUCTIONS:

- Please read all instructions, complete this form and **attach all receipts**.
- Please submit this check request form and receipts to the Central School Office, and put in the PTO Treasurer's folder located in the PTO desk in the school office.

Your Name	Phone Number / Email Address
Event / Project	
Date Submitted	Date Needed
Reason for the check	
Method of Receipt of Check *Pick up at school , in Central School Office _____ **Sent home with my child _____ Student Name _____ Teacher Name _____ ***Mailed _____ ***Please include a self-addressed, stamped envelope	
Make Check Payable to	Amount \$
Included in Budget? Yes or No	

Note: If this is a bill that needs to be paid, please attach the bill to this form and the treasurer will mail it directly. Please ensure address is clearly displayed for where it should be mailed if different than on the invoice.

Approval (if over \$250.00)	Date
FOR TREASURER USE ONLY	
Check #	Date Paid
Initials(who wrote check)	Invoice #