

Check Request Form



Date:

Requested by:

Check Payable To:

Amount:

Address

(if check is to be mailed):

Purpose of Expenditure:

Attach applicable receipts. *(Please remember tax will not be reimbursed, if you are making a purchase to be reimbursed, please use a PTO tax-exempt form.)*

=====For Treasurer's Use Only=====

Date Paid:	
Check #:	
Project/Budget Category:	
Teacher or Department if different than above:	