

# *Culbertson PTO*

## *Check Request Form*

This form is required in order to make payment for any expenditure. Please complete the form and attach all supporting documentation (i.e. receipts, purchase orders, contracts, etc.) to this form. Please contact Lynne Keebler at 610-325-4429 or e-mail [LYNNEKEEBLER@VERIZON.NET](mailto:LYNNEKEEBLER@VERIZON.NET) in order to make arrangements to hand over the documentation. Additional forms are located on the PTO desk in the file folder.

Date of Request: \_\_\_\_\_

Requested By: \_\_\_\_\_

PTO Board or Staff Position: \_\_\_\_\_

Signature (Required): \_\_\_\_\_

Date on Bill: \_\_\_\_\_

Amount of Expenditure: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Hand Deliver Check to: \_\_\_\_\_

Mail Check to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Charge this Expenditure to: \_\_\_\_\_

Reason for Expenditure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

Treasurer's Use Only:			
Date Received:		Check No:	
Posting Date:		Date Paid:	
Received From:		Amount Paid:	
Notes:			