

# PINON ELEMENTARY PTO

## Check Request Form

Requestor Name: \_\_\_\_\_

Approval

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Email: \_\_\_\_\_

Date

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Phone: \_\_\_\_\_

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

Check Written To: \_\_\_\_\_

Deliver or Mail Check To: \_\_\_\_\_

**Procedures:**

- \*Please attach receipts/invoice and approved PTO Grant Request Form. Circle the amounts requested.
- \*NEW - Attach approved PTO Grant Request Form for all requests except to use annual grant funds.
- \*Please photocopy your Check Request Form and supporting documentation for your own records.
- \*Place form and supporting documentation in "Checks for Approval" folder in the PTO Cabinet in the Pinon office.
- \*Return all reimbursement requests before the last day of school.
- \*For Club 360 only - check above box and have the Principal approve and date form.

Date of Purchase	Description (Vendor + Item Description + Purpose of Expense)	Total Amount

Questions or Comments? \_\_\_\_\_

E-mail our Bookkeeping Treasurer [treasurerbookkeeper@pinonpto.org](mailto:treasurerbookkeeper@pinonpto.org)

Or our Checks and Deposits Treasurer [treasurerchecksdeposits@pinonpto.org](mailto:treasurerchecksdeposits@pinonpto.org)

***Treasurer Use Only***

Date of Check: \_\_\_\_\_

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

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

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

Amount of Check: \_\_\_\_\_

Budget Category: \_\_\_\_\_

Notes: \_\_\_\_\_

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

Exceeds \$500

Receipt / Invoice

Grant Request

Annual Grant    Yes    No

Attached    Yes    No

Attached

