

Switzer Elementary PTO

Check Request

Use this form to request a **single check** while planning an event or paying an approved expense. Example- Reimbursement to ONE person, payment of a SINGLE invoice, etc.

Use one form for each check requested.

*The Treasurer will **email** you when your check is ready for pickup in the office.
Address all questions to **swizertreasurer@gmail.com**.*

MANDATORY:

YOU MUST ATTACH all appropriate receipts or an invoice to this form in order to receive payment.

YOUR NAME:		PHONE: (_____) _____
EMAIL: _____		
PROJECT/CATEGORY:		
DATE SUBMITTED:	DATE NEEDED:	DATE MAILED: (if applicable)
REASON FOR CHECK: (example- "reimbursement for decorations" or "DJ Deposit")		
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET	or	<input type="checkbox"/> APPROVED AT MEETING (DATE: _____)
CHECK PAYABLE TO:	AMOUNT: \$	
ADDRESS OF PAYEE*: (if no bill attached)		

*If this is a bill that needs to be paid, attach the bill to this form and the Treasurer will mail it.

APPROVED BY (PTO OFFICER):	DATE:
APPROVED BY (PTO OFFICER):	DATE:

For Treasurer's Use Only: Category _____ Check # _____ Dated _____ Logged _____