

Check Request for RES PTO

NAME OF REQUESTOR:	PHONE: () -	
PROJECT/CATEGORY: <i>(Circle/Highlight Best One)</i> AR Book Fair Box Tops Dine Out Directory Fall Fundraiser Library Picture Person Spirit Wear Social/Popcorn Yearbook SCRIP Room Parent/Parties Staff Appreciation: _____ Staff/Teacher Allocation Volunteers		
Rock the House: <i>(Circle/Highlight Best One)</i> Bake Sale Baskets Décor. Dinner Grab Bag Performers Food/Bev. Raffle Other: _____		
PTO Committee Miscellaneous: _____		
DATE SUBMITTED: / /	DATE NEEDED: / /	DATE MAILED/DELIVERED: / /
REASON FOR CHECK:		
<i>(CIRCLE/HIGHLIGHT BEST ONE)</i> INCLUDED IN ANNUAL BUDGET 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: / /
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For Treasurer's Use Only: Category _____ Check # _____ Dated _____ Logged _____