

Heath School PTO
Check Request Form

DATE: _____

SUBMITTED BY: _____

PLEASE DESCRIBE YOURSELF: I AM A ___ PARENT ___ TEACHER ___ OTHER

APPROVED BY: _____

REQUEST FOR: ___ REIMBURSEMENT OR ___ PAYMENT OF INVOICE

MAKE CHECK PAYABLE TO (if different from above): _____

MAILING ADDRESS FOR CHECK: _____

YOUR EMAIL ADDRESS: _____

AMOUNT REQUESTED: \$ _____.

IS THIS A DEPOSIT? YES OR NO

EXPENSE DESCRIPTION: _____

(for example: Welcome BBQ, Mayfair, Teacher supplies etc...)

WHO DIRECTED YOU TO MAKE THIS EXPENDITURE ON BEHALF OF HEATH?

COPY OF RECEIPT IS ATTACHED: YES OR NO (Explain why not: _____)

OTHER SPECIAL INSTRUCTIONS: