

# Maire PTO Check Request

Please call the Treasurer if the request is required in the near term. This will improve the turn around time.

Date Required:

(please submit you check requests to the Treasurer at least 48 hours prior to the required date)

To be issued to:

Address:

  

Check One:

Please mail check to  
address listed

Deliver check to school  
I will pick up

Amount:

Project or Event:

Explanation:

Check Requester Signature

(email submission of this form will constitute signature)

Date

Treasurer Signature

Date

Check #

**Attach receipts and/or invoice.**

**Note:** If you are requesting the amount prior to incurring the expenses please provide the necessary receipts and/or invoices to the PTO Treasurer for actual expenses incurred. By signing this form you agree to reimburse the PTO for the amount not spent.

# Maire PTO Check Request

Please call the Treasurer if the request is required in the near term. This will improve the turn around time.

Date Required:

(please submit you check requests to the Treasurer at least 48 hours prior to the required date)

To be issued to:

Address:

  

Check One:

Please mail check to  
address listed

Deliver check to school  
I will pick up

Amount:

Project or Event:

Explanation:

Check Requester Signature

(email submission of this form will constitute signature)

Date

Treasurer Signature

Date

Check #

**Attach receipts and/or invoice.**

**Note:** If you are requesting the amount prior to incurring the expenses please provide the necessary receipts and/or invoices to the PTO Treasurer for actual expenses incurred. By signing this form you agree to reimburse the PTO for the amount not spent.