

2014/2015 CHECK REQUEST FORM
Beaver Creek PTO

Instruction for Using Check Request Form

This form will be used for each check request. Proper and consistent use of this form will document payment of bills or invoices as well as reimbursement to individuals.

Procedure

- Complete all information requested below
- Note clearly the purpose for which the check is requested
- Attach all receipts or invoices applicable to the check request
- Place in PTO mailbox for weekly pickups
- Only written requests for checks will be honored

Requestor: _____ Date: _____

Requestor's phone number: _____

Requestor's email address: _____

Check Amount: \$ _____

Payable to: _____

Address: _____

City: _____ State: _____ Zip: _____

Payable for:
(please be specific and itemize each receipt / use additional pages if necessary):

I attest that all of the above expenses were used for the sole benefit of approved Beaver Creek PTO activities.

Signature: _____

FOR PTO TREASURER USE ONLY

Check #: _____ Date: _____

Charged to Acct: _____

Approval Signature _____