

McCullough Junior High School PTO

Check Request Form

(To be used when requesting funds from the Treasurer)

Check requester: _____ Date: _____

Requester phone: _____

Payable to: _____ Date needed: _____

Invoice #: _____ Check one: Deliver to requester Mail to vendor

Committee to charge: _____

(If more than one budget line is to be charged, identify each and corresponding amounts)

Item	Place of purchase	Amount
	TOTAL	

(Receipts should be attached and sales tax will not be reimbursed)

Chairman's Authorization: _____

<u>Treasurer's Notes:</u> Date Received: _____ Date Paid: _____ Check Number: _____ Amount of Check: _____ Signature: _____
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Remarks:

Purchases or invoices over \$1,000 require President's signature

President's Signature: _____