



## PTO REQUEST FOR CHECK FORM

**Step 1 Instructions:** The PTO Treasurer uses this form to document a request for check when other documentation is not available (e.g. email from principal). Attach any applicable documentation to this form.

Date of Request: \_\_\_\_\_  
Requestor Name: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_  
Purpose for Check: \_\_\_\_\_  
Budget Line Item(s): \_\_\_\_\_

-----  
**Step 2 Instructions:** The PTO President or Vice President must approve this request before the PTO Treasurer issues a check.

\_\_\_\_\_  
*President or Vice President Approval*                      *Date*

**Step 3 Instructions:** The PTO Treasurer issues a check for the approved amount and completes the form below to complete the record of this transaction.

**Check Issued:** (YES/NO)                      **Check Number:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Budget Items Charged:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Treasurer*                                      *Date*