

ISAAC FOX PTO

CHECK REQUEST / REIMBURSEMENT REQUEST

for Treasurer use only:

CHECK NUMBER _____

DATE PAID _____

RECEIPTS OR OTHER DOCUMENTATION MUST BE ATTACHED!!!

Date of request _____ requested by _____

Amount of check: _____ PTO Committee _____

Check payable to: _____

Reason for expense _____

Check delivery instructions: (mark one box and fill in detail)

School mail via classroom: note child's name and teacher _____

PTO mailbox

USPS Mail to the following address: _____

Signature of person requesting payment

Signature of committee chair authorizing expense