

Eisenhower Intermediate School PTO

Check Request Form

Today's Date	
Amount Requested	
Event Name / Budget Line Item	
Payable to	
Requested by: (only if different than payee)	
Sent Payment (check one)	
<input type="checkbox"/>	Through School via Backpack Mail (Child's Name & Teacher)
<input type="checkbox"/>	To School ... Main Office Safe
<input type="checkbox"/>	Mail to Vendor/Vendor Name and Address:
<input type="checkbox"/>	Other - Please provide instructions here:
Itemized Expenses & Cost	Item (Please include all receipts or invoices)
1: \$	
2: \$	
3: \$	
4: \$	
5: \$	
TREASURER'S USE ONLY:	
Budget Line Item	
Payment Date	
Check #	

Notes:

Submit all Check Request Forms to PTO treasurer via PTO mailbox with **Receipts Attached.

