

# Suffield Elementary PTO

# Check Request

**Requestor Information:**

Name:

Phone:

Email:

**Check Information:**

Date check is needed:

Check payable to:

Amount:

Reason for check (enrichment; grant; fundraiser, etc.)

Address of Payee (or indicate if address is listed on the bill attached)

\*Attach the copy of the invoice / bill to the request

**Submit directly to the PTO Accounts Payable:**

**Lauren Brown (laurengbrown1@gmail.com)**

Treasurers Box:

Check #

Date: