

# KHS PPO Check Request

*2024-2025 School Year*

Today's Date \_\_\_\_\_

Requestor (first & last name) \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Mailing address to send check \_\_\_\_\_

Check Payable to \_\_\_\_\_

Amount \_\_\_\_\_

Brief description of items purchased \_\_\_\_\_

- 
- PPO Expense for \_\_\_\_\_ function/event

Submit to Brad Landsbaum, PPO Treasurer  
800 Dougherty Ferry Rd., Kirkwood, MO 63122  
[Khspptreasurer@gmail.com](mailto:Khspptreasurer@gmail.com)

OR

- Class AGP Expense \_\_\_\_\_ function/event

**Submit to:**

2025 Aimee Moore [aimee.moore@kirkwoodschool.org](mailto:aimee.moore@kirkwoodschool.org)

2026 Samantha Codd [samanthacodd@yahoo.com](mailto:samanthacodd@yahoo.com)

2027 Meg Boyko [meg.boyko@gmail.com](mailto:meg.boyko@gmail.com)

2028 Christa Chancellor [christachancellor@gmail.com](mailto:christachancellor@gmail.com)

**Must attach receipts! Items without receipts will not be reimbursed.**

**Please use tax-exempt letter whenever possible.**