



8th Grade Activities (c/o Mountainside NJ PTO)

Check Request Form

Instructions: This form is to be completed and remitted for reimbursement / payment for expenses solely related to 8th Grade activities including fundraising efforts, the 8th Grade Dance, Pool Party and Breakfast.

-All requests must include original receipts stapled to this form.

-The Mountainside NJ PTO is a sales tax-exempt organization. Please use the sale tax exempt form when possible. Please reach out to the PTO Treasurer for copy of form.

-All expenses should be approved prior to submission of the reimbursement request to the selected 8th Grade Chair. Requests should be submitted within 10 days of the incurred expense, however, all expenses related to the 8th Grade Dance, Pool Party and Breakfast should be remitted within 2 days of the event to ensure proper allocation of 8th Grade account. Please allow 7-10 days for processing.

-Please provide details in the "Brief Explanation of Invoices/Receipts" section.

-Please drop off your check request form along with all documentation to the 8th Grade Chair for approval prior to submission. Upon approval, check request can be submitted for reimbursement / payment to the PTO Treasurer.

8th Grade Activities (c/o Mountainside NJ PTO)

Check Request Form

Date: _____

Make check payable to: _____

Check to be: _____ picked up _____ mailed

Pick Up Person: _____

Mailing addressee: _____

Address: _____

Brief Explanation of Invoices/Receipts: _____

Contact Information:

Print Your Name: _____

Phone Number: _____

Your Signature: _____

8th Grade Chair Approval: _____

For Treasurer's Use Only

Date Paid: _____ **Amount:** \$ _____ **Check No.:** _____