

Lawrence Elementary PTO

Check Request



Please attach all receipts and other applicable supporting documentation (e.g. invoices, purchase orders, contracts, etc) to this form using an additional 8.5x11 sheet of paper. For specific questions, please email our PTO Treasurer at lawrenceptotreasurer@gmail.com. Thank you!

Name:	
Date of Request:	
Date Check Needed:	
Amount of Check :	
Pay to the Order of:	
Purpose of Check:	
Account to be Deducted	<div><i>Personal</i></div> <div><i>Joint/Grade Level</i></div> <div><i>PTO General Fund</i></div>
Signature of Requestor	

For Treasurer's Use Only			
Date Paid		Check Number	
Category			
Approved by PTO Office			
Treasurer's Signature			