



Inman MS PTO

CHECK REQUEST FORM

- If the purchase has already been made, attach receipt. Otherwise, attach an invoice to be paid by vendor.
- Check request must be approved by the PTO President (Co-President), VP, Or Committee Chair before the Treasurer can issue a check. Please note: Scanned and emailed requests will be processed sooner. Please mail to sherry_v_neal@yahoo.com -- you can copy the co-presidents and committee chair(s) via email for approvals.

Date Requested: _____

Requested By: _____

Payable To: _____

Address: _____

Contact Name: _____

Phone #: _____

Mail Check? _____ Yes _____ No

Budget Item	Description	Amount
		\$
		\$
		\$
		\$
Total Check Amount		\$

APPROVAL:

Name: _____ Date: _____

Signature: _____ Title: _____