

PTO CHECK REQUEST FORM

Submit to Treasurer Meghan Vaillancourt at the address below.
Please PRINT all information.

Please note that multiple events/reimbursements may be placed on one form as long as the check is being made payable to the same person.

Person Submitting Form:	Phone:
	Email:
School:	Date:

Amounts (s)	Event (s)	Items (s)
\$		
\$		
\$		
\$		
\$		
Total \$		

Check made payable to: _____

Check sent to: _____

Please **STAPLE** all receipts to the back of this form and mail to:

**PTO Treasurer
PO Box 642
Hudson, OH 44236**

This form is used to request a check from the PTO Treasurer. Checks may be requested for reimbursement (receipts required) or to make a payment (purchase order or order form etc. required). Reimbursement requests should be submitted within 30 days of close of an event.

Please note: If you are requesting reimbursement of over \$100 for a school building event/activity, one of the Head Reps needs to be notified via email with a copy to the Treasurer at meghanvail@msn.com.