

# Fern Hill Elementary School PTO Check Request/Request for Payment

Complete form and return to "PTO Treasurer" via PTO Treasurer Mailbox or Peggy Owens.

Date: \_\_\_\_\_

## **Check Requestor's Information**

- Request submitted by: \_\_\_\_\_
- Requestor's phone number: \_\_\_\_\_
- Committee (if appropriate): \_\_\_\_\_

## **Payment Information**

- Check payable to: \_\_\_\_\_
- Send check to: \_\_\_\_\_
- Address if check is to be mailed: \_\_\_\_\_  
\_\_\_\_\_
- Amount requested: \_\_\_\_\_
- Reason/Description: \_\_\_\_\_
- Note any special instructions: \_\_\_\_\_  
\_\_\_\_\_

PLEASE MAKE SURE ALL INVOICES AND/OR SUPPORTING DOCUMENTS ARE ATTACHED TO THIS REQUEST

-----Section below to be completed by PTO Treasurer-----

Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Account/Category: \_\_\_\_\_ Check No.: \_\_\_\_\_

Payment Mailed/Delivered/Picked-Up/Sent By Backpack