



Cooper PTO Check Request Form

INSTRUCTIONS

Step 1: Please complete the following form in its entirety.

Step 2: Staple any receipts or invoices (copies are fine) to the form. Circle the items for which you are requesting reimbursement if the receipt also contains non-reimbursement items.

Step 3: Place the completed form in the PTO mailbox in the office.

Date: _____

Your name: _____ Phone: _____

Committee name: _____

Make check payable to: _____

Description of payment: _____

Payment amount requested: \$ _____

Please check one:

Mail check to vendor Mail check to me Other

Notes:

Committee Chairperson Signature: _____

For Treasurer's Use Only

Check #:		Date:		Amount:	
Request #:		Paid to:			