

Check No. \_\_\_\_\_

**Milton Ave School PTO**

**Check Request Form**

Submit form to:

Alexandr Stienstra - Treasurer

[mastreasurer@chathampto.com](mailto:mastreasurer@chathampto.com) / (973) 219-5354

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

Check payable to \_\_\_\_\_

Amount of Check \_\_\_\_\_

Purpose of check to be issued \_\_\_\_\_

\_\_\_\_\_

Requested By \_\_\_\_\_

Email: \_\_\_\_\_

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

Check to be:

\_\_\_\_\_ Mailed to \_\_\_\_\_

\_\_\_\_\_ Picked Up from PTO Box

*No check will be issued without a completed Check Request Form and supporting documentation (invoices/receipts/proof of payment). Check Request Forms may be:*

*1) left in the Treasurer Folder in the PTO Box at the school office*

*2) mailed/dropped off to Alexandra Stienstra at 49 Van Doren Ave, Chatham*

*3) scanned and emailed to mastreasurer@chathampto.com*

*Contact Treasurer for copy of NJ Sales Tax Exempt Form ST-5 for purchases of goods/services*

**To be completed by Treasurer**

Check Date: \_\_\_\_\_ Account to be charged \_\_\_\_\_