

Washington Ave School PTO

Check Request Form

Reminders:

1. Place the Check Request Form (receipts attached) in the Treasurer's folder found in the WAS office.
2. All Check Requests for monies spent are to be submitted within 30 days of the applicable event / activity or purchase date to receive your reimbursement.
3. Check Requests must include all receipts / invoices to be reimbursed.

Date of Check Request: _____ **Requested by:** _____

Email: _____ **Phone #:** _____

Total Amount of Check: \$ _____

Make Check Payable to: _____

Purpose of Check Request: _____

Check (or write in) the PTO Committee or Account to be charged:

<input type="checkbox"/> 3rd Grade Recognition - 531200	<input type="checkbox"/> First Day Coffee – 527200	<input type="checkbox"/> Room Parent Exp - 526200
<input type="checkbox"/> ASE Expenses– 515201	<input type="checkbox"/> Green Team - 501204	<input type="checkbox"/> SED – 519200
<input type="checkbox"/> ASE Supplies – 515201S	<input type="checkbox"/> Holiday Boutique - 501203	<input type="checkbox"/> SED Bulletin Boards – 519201
<input type="checkbox"/> Assemblies - 517200	<input type="checkbox"/> Hospitality (PTO Meetings)– 527200	<input type="checkbox"/> SED Lunch - 519202
<input type="checkbox"/> Author's Day - 518200	<input type="checkbox"/> Kindergarten Tshirts– 200200	<input type="checkbox"/> School Gift - 533200
<input type="checkbox"/> BTSN/Grade Chats - 527200	<input type="checkbox"/> Kindness (Char Ed) – 515209	<input type="checkbox"/> School Supply Kits - 550201
<input type="checkbox"/> Birthday Books - 515217	<input type="checkbox"/> Landscaping – 515221	<input type="checkbox"/> Spirit/Sunshine - 525200
<input type="checkbox"/> Book Fair - 515202	<input type="checkbox"/> Library Program – 517201	<input type="checkbox"/> Spiritwear - 501207
<input type="checkbox"/> Cougar Bowl - 501208	<input type="checkbox"/> Magic Show - 501202	<input type="checkbox"/> Staff Apprec. Week/Lunch – 534200
<input type="checkbox"/> Cougar Carnival - 515223	<input type="checkbox"/> New Family Picnic – 522200	<input type="checkbox"/> Staff Appreciation - 524204
<input type="checkbox"/> Donations – 550200	<input type="checkbox"/> New Family Coffee - 527201	<input type="checkbox"/> Staff Retirement - 524203
<input type="checkbox"/> Fall Movie Night – 501200	<input type="checkbox"/> Pasta Fundraiser - 501214	<input type="checkbox"/> Teacher 1st Day Lunch - 527205
<input type="checkbox"/> Family Fun Night - 501205	<input type="checkbox"/> Pretzel Day - 515219	<input type="checkbox"/> Volunteer Breakfast - 524202
<input type="checkbox"/> Field Day – 520200	<input type="checkbox"/> PTO Admin Exp - 524201	<input type="checkbox"/> Other:
<input type="checkbox"/> Field Trips - 516200	<input type="checkbox"/> PTO Meetings - 527202	

Deliver Check (check one):

Mail to vendor to the following address: _____

Return to check request submitter via one of the following:

Leave in WAS office for pick up.

Send home with a student (Child's name and Teacher): _____

Approved by: _____

For Treasury Use Only:

Check #: _____ Check Amount: _____ Date Paid: _____ Date Entered: _____