***Milton Ave School PTO Check Request Form*** *Check #\_\_\_\_\_*

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 Sydney Hirsch at 29 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

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

**Email: Phone #:**

**Total Amount of Check: $**

**Make Check Payable to:**

**Purpose of the Check Request:**

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

|  |  |  |
| --- | --- | --- |
| * 2rd Grade Spirit Cmte- 531100 | * Family Bingo Night - 522101 | * PTO Breakfast/Lunch - 524102 |
| * Yearbook - 531101 | * Family Fun Night - 501105 | * PTO Exp - 524100 |
| * ASE Fall Expense - 515104 | * Field Day – 520100 | * Reading Program - 515101 |
| * ASE Spring Expense - 515106 | * Field Trips - 516100 | * Room Parent Expense - 526000 |
| * ASE Supplies – 515103 | * Garden Committee- 501112 | * School Gift - 533100 |
| * ASE Winter Expense - 515105 | * Holiday Boutique - 501104 | * Staff Appreciation - 534100 |
| * Assemblies - 517100 | * Milton Mile - 515100 | * Sunshine - 525100 |
| * Author’s Day Luncheon- 518102 | * Movie Night – 501114 | * Volunteer Appreciation- 525105 |
| * Birthday Book - 515102 | * New Family Coffee - 522105 | * Other: |
| * Book Fair - 515100 | * New Family Picnic – 522100 |  |

**Deliver Check (check one):**

* Mail to vendor to the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Return to check request submitter via one of the following:
  + - Leave in MAS 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: \_\_\_\_\_\_\_\_\_\_\_\_*