

Lafayette Avenue School PTO Check Request Form

- Submit all requests to laftreasurer@chathampto.com. Forms may be emailed or left in the Treasurer Folder in the LAF PTO Mailbox in the office. **For prompt payment, please make sure to email laftreasurer@chathampto.com to notify of your request.**
- No check will be issued without a completed Request Form and supporting documentation included (invoices/receipts).
- NJ Sales Tax Exempt Form ST-5 is available for use. Contact Treasurer for copy to be used for purchases of goods/services.

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

Phone #: _____ **Email:** _____

Make Check Payable to: _____

Total Amount of Check: \$ _____

Purpose of Check Request: _____

Deliver Check by (check one):

☐ Mail to the following address: _____

☐ Pick up from LAF PTO Mailbox

For Treasury Use Only:

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

PTO Committee or Account to be charged:

<input type="checkbox"/> Move Up Event - 515405	<input type="checkbox"/> Field Trips - 516400	<input type="checkbox"/> Room Parent Exp / Parties - 526400
<input type="checkbox"/> ASE Expenses- 515402	<input type="checkbox"/> Landscaping/ Beautification – 519400	<input type="checkbox"/> School Gifts - 533400
<input type="checkbox"/> ASE Supplies – 515402S	<input type="checkbox"/> Mini Marathon Exp - 501401	<input type="checkbox"/> Scholarships - 550401
<input type="checkbox"/> Assemblies - 517400	<input type="checkbox"/> New Family Welcome - 522400	<input type="checkbox"/> Spirit wear Exp - 501401
<input type="checkbox"/> Author's Day - 518400	<input type="checkbox"/> One Book One Student - 515404	<input type="checkbox"/> Staff Appreciation - 534400
<input type="checkbox"/> Book Fair Exp - 515403	<input type="checkbox"/> Petty Cash - 100401	<input type="checkbox"/> Sunshine Ctee - 525400
<input type="checkbox"/> Donations/Cause - 550400	<input type="checkbox"/> PTO Board Exp - 524400	<input type="checkbox"/> Other:
<input type="checkbox"/> Field Day – 520400	<input type="checkbox"/> PTO Supplies/Copies/Postage - 524403	