

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

Milton Ave School PTO

Check Request Form

Submit form to:

Leigh Yanocha- Treasurer

[mastreasurer@chathampto.com](mailto:mastreasurer@chathampto.com)/(609)937-9542

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 Leigh Yanocha at 102 N. Summit Ave, Chatham, NJ 07928*

*3) scanned and emailed to layanocha@gmail.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 \_\_\_\_\_