

Check No. _____

**Lafayette Avenue School PTO
Check Request Form**

Submit form to:

Niki Chen – Treasurer

laftreasurer@chathampto.com / 908-918-5758

Date: _____

Check Payable To:

Amount of Check: _____

Purpose of Check to be Issued:

(NJ Sales Tax Exempt Form ST-5 is available for use. Contact Treasurer for copy to be used for purchases of goods/services).

Requested By: _____

Email Address:

Date Required _____

Check to be:

_____ **Mailed to** _____

_____ **Picked Up from LAF PTO Mailbox**

No check will be issued without a completed Check Request Form and supporting documentation (invoices/receipts/proof of payment). Check Request Forms may be left in the Treasurer Folder in the LAF PTO Mailbox at the school office or brought to a PTO Meeting.

To be completed by Treasurer

Check Date _____ Account to be Charged _____