

Check No. _____

Lafayette Avenue School PTO

Check Request Form

Submit form to:

Deepti Teotia- Treasurer

laftreasurer@chathampto.com / 201-238-8585

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 _____