

Milton Ave School PTO Check Request Form

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 Alexandra Stienstra at 49 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:

<input type="checkbox"/> 3rd Grade Spirit Cmte- 531100	<input type="checkbox"/> Family Bingo Night - 522101	<input type="checkbox"/> PTO Breakfast/Lunch - 524102
<input type="checkbox"/> 3rd Grade Yearbook - 531101	<input type="checkbox"/> Family Fun Night - 501105	<input type="checkbox"/> PTO Exp - 524100
<input type="checkbox"/> ASE Fall Expense - 515104	<input type="checkbox"/> Field Day – 520100	<input type="checkbox"/> Reading Program - 515101
<input type="checkbox"/> ASE Spring Expense - 515106	<input type="checkbox"/> Field Trips - 516100	<input type="checkbox"/> Room Parent Expense - 526000
<input type="checkbox"/> ASE Supplies – 515103	<input type="checkbox"/> Garden Committee- 501112	<input type="checkbox"/> School Gift - 533100
<input type="checkbox"/> ASE Winter Expense - 515105	<input type="checkbox"/> Holiday Boutique - 501104	<input type="checkbox"/> Staff Appreciation - 534100
<input type="checkbox"/> Assemblies - 517100	<input type="checkbox"/> Milton Mile - 515100	<input type="checkbox"/> Sunshine - 525100
<input type="checkbox"/> Author’s Day Luncheon- 518102	<input type="checkbox"/> Movie Night – 501114	<input type="checkbox"/> Volunteer Appreciation- 525105
<input type="checkbox"/> Birthday Book - 515102	<input type="checkbox"/> New Family Coffee - 522105	<input type="checkbox"/> Other:
<input type="checkbox"/> Book Fair - 515100	<input type="checkbox"/> 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: _____

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For Treasury Use Only: Check #: _____ Check Amount: _____

Date Paid: _____ Date Entered: _____