

Check No. _____

Lafayette Avenue School PTO

Check Request Form

Submit form to:

Christine Flood - Treasurer

christinedebella@gmail.com / 646-245-5163

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

_____ Picked Up from 5 Somerset Ave.

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, brought to a PTO Meeting or mailed/dropped off to Christine Flood 5 Somerset Avenue.

To be completed by Treasurer

Check Date _____ Account to be Charged _____