

Milton Ave School PTO Check Request Form

Check # _____

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: _____