



# Hyatts Middle School PTO

## Request for Check

*(Please submit one week prior to date needed)*

Person Making Request: \_\_\_\_\_ Phone: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

### EXPLANATION OF REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make Check Payable To: \_\_\_\_\_ Amount: \_\_\_\_\_

Event Chairperson's Signature: \_\_\_\_\_

### CHECK TO BE:

\_\_\_\_\_ Mailed – Name & Address \_\_\_\_\_

\_\_\_\_\_ Delivered By Committee Member \_\_\_\_\_

Name of Committee Member \_\_\_\_\_ Date Check Given \_\_\_\_\_

\_\_\_\_\_ Other – Please Specify \_\_\_\_\_

**NOTE: Forms must be completed and accompanied by quote in order to for check to be issued. PTO expenses are exempt from sales tax and will not be paid. Tax exempt forms are available from the PTO Treasurer.**

### OFFICIAL USE:

Date Check Cut: \_\_\_\_\_ Account Paid From: \_\_\_\_\_

Check Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_

Add'l Signature for amounts over \$1000 : \_\_\_\_\_ Date: \_\_\_\_\_