



# Lions Park School PTO

*For Treasurer Use*

Check # \_\_\_\_\_

Date Issued \_\_\_\_\_

Issued by \_\_\_\_\_

Recorded in Quicken

## Check Request Form

*Please use this form to initiate reimbursement for committee expenses or prepayment for PTO events. To cover a reimbursement, receipts or invoices must be attached. If the event covers a deposit or pre-payment a contract or other acceptable form or paperwork must be attached.*

Date: \_\_\_\_\_

Person requesting check:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Make check payable to:  Same as above or  the payee listed below

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Committee/Budget line item \_\_\_\_\_

This is a  Payment  reimbursement for the following item(s) representing the above committee:

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

Check Amount \$ \_\_\_\_\_

*(Sales tax will not be reimbursed, please use sales tax exemption letter when making purchases)*

Signature \_\_\_\_\_