



Sartartia Middle School PTO Check Request Form

Date:	
Requested by:	
Amount Requested:	\$ _____
Purpose of Expenditure: _____ _____ _____	
Budget Category : <i>(example: Grade Level Money, Teacher Allowance, Hospitality)</i>	
Check Payable to:	
Delivery of check:	PTO Committee Folder _____
Email address:	(used for notification when check is ready)
Approved by: <i>(Must be signed by the responsible teacher, principal, or PTO committee chairperson)</i>	

Attach the receipts/invoices to this sheet and place it in the **Treasurer's folder** on the PTO table in the front office. **Please make a copy of your receipts before you turn them in.**

PTO use:

Date Checked Issued:
Check Number:
Account Category: