

Check Request Form from JT MOORE PTO

Please attach all receipts/invoices and return this form
to the Treasurer's box in the office.

Please allow 14 days for processing

Date: _____

Submitted by: _____

Purpose/details: _____

_____ These funds are already in my budget.

_____ I am requesting additional PTO funds. Please use the back of this sheet to outline your request for funds. Requests for additional funds must be approved BEFORE any money is spent. Committee review will take place monthly. If you need this request expedited, please contact PTO Treasurer Suzy Hansen 383-4024 or cwhansen@comcast.net or President Jill Block jillblock@comcast.net to discuss.

Total amount: _____

Authorized by: _____

*****Please note: The JT Moore PTO is a non-profit and is not required to pay sales tax. Therefore, we request that you provide your vendor with the appropriate tax-exemption form at the time of purchase. You will not be reimbursed for sales tax. Forms are available in the folder in the Treasurer's box.*****

Make check payable to: _____

Deliver/mail to: _____

For Treasurer's Use Only

Check no.: _____

Date paid: _____

Budget category: _____