



# WHITTIER PTO CHECK REQUEST FORM

Use this form when you want a check written to somebody else or a cash advance

Please use this form if:

- 1. You want to write a check to someone other than you
- 2. You want the PTO to write a check to you as a cash advance to purchase something on behalf of the PTO

*If you want to be reimbursed for money you have already spent, please use the Reimbursement Form.*

Please complete and place in the PTO box in the Whittier school office. If you are asking for more than \$25, the form must be signed by the person in charge of the event to which the expense relates or by a PTO board member. **Please select whether you want the check to be mailed to the recipient or left for you in the PTO mailbox.**

**YOUR NAME** \_\_\_\_\_

**YOUR TELEPHONE NUMBER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**YOUR ADDRESS (STREET/CITY/ZIP)** \_\_\_\_\_

**PTO EVENT (TO WHICH THE CHECK RELATES):** \_\_\_\_\_

**AMOUNT OF CHECK** \_\_\_\_\_ **DATE NEEDED** \_\_\_\_\_

**PAYABLE TO** \_\_\_\_\_

**MAIL OR PICK UP IN PTO BOX** \_\_\_\_\_

**IF MAILED, ADDRESS** \_\_\_\_\_

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

Please staple to this form a purchase order, invoice, contract or some other document that describes the goods or services that the PTO is buying and the price or fee.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

*Signature of event chairperson or PTO board member is required when check is for \$25 or more*

OFFICE USE ONLY: CHECK NO. \_\_\_\_\_ ISSUED ON \_\_\_\_\_ BY \_\_\_\_\_

