



## Webster PTO Check Request Form

Date: \_\_\_\_\_ From: \_\_\_\_\_ Phone # \_\_\_\_\_

Please write a check in the amount of \$ \_\_\_\_\_

The check should be made payable to: \_\_\_\_\_

The check is to be charged against Budget Line Item: \_\_\_\_\_

Committee: \_\_\_\_\_

Check appropriate line:

\_\_\_\_\_ These funds are to reimburse me for out of pocket expenses (**receipts must be attached**)

\_\_\_\_\_ These funds should be paid to the vendor directly (**invoice must be attached**)

Please deliver/mail the check to: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

Signature of person requesting funds \_\_\_\_\_

Submit your reimbursement request to your committee chair for approval **prior** to giving to treasurer.

**Committee chairs:** Before approving, please ensure expenditures are within your budgeted amount.

Committee Chair Signature \_\_\_\_\_

### Treasurer Use Only:

Treasurer Signature \_\_\_\_\_

Date paid \_\_\_\_\_ Check Number \_\_\_\_\_

\_\_\_\_\_ Checked against budget/foundation requests

\_\_\_\_\_ Mailed/delivered

\_\_\_\_\_ Entered in computer