

 **Courtade Elementary School PTO** 

CHECK REQUEST FORM

Date _____

Amount _____

Pay to the Order of _____

Unbudgeted Grant Approved _____

or

Budget line:

Principal Discretionary
Office Discretionary
Classroom Allocation
Field Trip Allocation
Popcorn

Open House
Jog-a-thon
Holiday Tree
DDD
Other _____

Appreciation
Mother/Son Event
Graduation
Gallery Night

***PTO checks cannot be written without itemized receipts.
Please Attach Receipt(s)***

For PTO Board Use Only:

Date Paid _____ Check # _____

Budget Line Item Charged _____