

PTO CHECK REQUEST FORM

The Queen of Apostles PTO will only disburse funds that are directly related to PTO activities.

- **Check requests must be submitted two weeks prior to the date needed.**
- **Please leave requests in the Treasurer's folder in the PTO mailbox located in the school office.**

Date of Request: _____

Date Check Needed: _____

Amount Requested: _____

Function/Event: _____

Description for Request: _____

Disposition of Check: Mail
 Pick Up Check

Payable to: _____
Address: _____
City & State: _____
Zip Code: _____

Name of Requestor: _____
Telephone Number: _____

Signature of Requestor: _____

Please attach 2 copies of the Receipt/Invoice

Treasurer Review: _____ Date: _____
Allie L. Bernardo

PTO Posted: _____

Check requested by Friday will be mailed or ready for pick up by the following Friday