

# Washington Ave. School PTO

## Check Request Form

**Reminders:**

1. Place the Check Request Form (receipts attached) in the Treasurer's folder found in the WAS office.
2. All Check Requests for monies spent are to be submitted within 30 days of the applicable event / activity or purchase date to receive your reimbursement.
3. Check Requests must include all receipts / invoices to be reimbursed.

**Date of Check Request:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Total Amount of Check:** \$ \_\_\_\_\_

**Make Check Payable to:** \_\_\_\_\_

**Purpose of the Check Request:**

\_\_\_\_\_

**Check (or write in) the PTO Committee or Account to be charged:**

<input type="checkbox"/> 3 <sup>rd</sup> Grade Recognition - 531200	<input type="checkbox"/> Green Team (Landcaping) - 501204	<input type="checkbox"/> SED Bulletin Boards – 519201
<input type="checkbox"/> ASE Expenses– 515201	<input type="checkbox"/> Holiday Boutique - 501203	<input type="checkbox"/> SED Lunch - 519202
<input type="checkbox"/> ASE Supplies – 515201S	<input type="checkbox"/> Hospitality (PTO Meetings)– 527200	<input type="checkbox"/> School Gift - 533200
<input type="checkbox"/> Assemblies - 517200	<input type="checkbox"/> Kindergarten Tshirts– 200200	<input type="checkbox"/> School Supply Kits - 550201
<input type="checkbox"/> Author's Day - 518200	<input type="checkbox"/> Kindness (Char Ed) – 515209	<input type="checkbox"/> Spirit/Sunshine - 525200
<input type="checkbox"/> BTSN/Grade Chats - 527200	<input type="checkbox"/> Library Program – 517201	<input type="checkbox"/> Spiritwear - 501207
<input type="checkbox"/> Book Fair - 515202	<input type="checkbox"/> Museum on the Move - 528200	<input type="checkbox"/> Staff Appreciation Lunch – 534200
<input type="checkbox"/> Cougar Bowl - 501208	<input type="checkbox"/> New Family Picnic – 522200	<input type="checkbox"/> Staff Appreciation - 524204
<input type="checkbox"/> Donations – 550200	<input type="checkbox"/> New Family Coffee - 527201	<input type="checkbox"/> Staff Retirement - 524203
<input type="checkbox"/> Fall Movie Night – 501200	<input type="checkbox"/> Pasta Fundraiser - 501214	<input type="checkbox"/> Teacher 1 <sup>st</sup> Day Lunch - 527205
<input type="checkbox"/> Family Fun Night - 501205	<input type="checkbox"/> PTO Admin Exp - 524201	<input type="checkbox"/> Volunteer Breakfast - 524202
<input type="checkbox"/> Field Day – 520200	<input type="checkbox"/> PTO Meetings - 527202	<input type="checkbox"/> Other:
<input type="checkbox"/> Field Trips - 516200	<input type="checkbox"/> Room Parent Exp - 526200	
<input type="checkbox"/> First Day Coffee – 527200	<input type="checkbox"/> SED – 519200	

**Deliver Check (check one):**

Mail to vendor to the following address: \_\_\_\_\_

Return to check request submitter via one of the following:

Leave in WAS office for pick up.

Send home with a student (Child's name and Teacher): \_\_\_\_\_

Approved by: \_\_\_\_\_

*For Treasury Use Only:*

Date Paid: \_\_\_\_\_

Check #: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Check Amount: \_\_\_\_\_