

PTO of the Chathams, Inc.

P.O. Box 104, Chatham, NJ 07928

Chatham High School PTO Check Request Form

Email to Cheryl Foertsch at chstreasurer@chathampto.com

Questions: Text or call 703 622 2575

Date: _____

Check Payable To: _____

Amount of Check: _____

Purpose of Check: _____

NOTE: NJ Sales Tax Exempt Form ST-5 is available for use. Please contact Treasurer for a copy to be used for the purchase of goods and services.

Check Requested By: _____

Date Required By: _____

Check To Be Picked Up or Mailed to: _____

Receipts and payment information must be attached for processing.

To Be Completed by Treasurer

Account To Be Charged: _____

Approved By: _____

Check Issued Date & Number: _____