



BCE PTO – CHECK REQUEST FORM (2006-07)

Use this form if you are not a member of the school staff and are requesting a check for a supplier. You will need to give a receipt or purchase order to the PTO Treasurer as soon as the item is ordered or purchased. If you paid for the item and are requesting reimbursement, please use the Reimbursement form instead of this one.

Your Name: _____

Address/City, St./ZIP: _____

Your Phone: _____

Date requested: _____ **Date of purchase:** _____

PTO Budget line item: _____

(if you are unsure of the PTO budget line item, contact the PTO Treasurer. If this check request reflects more than one budget item, please identify each and the amount that should be applied to each line item.

ITEM: _____

ITEM: _____

ITEM: _____

ITEM: _____

CHECK PAYEE (vendor): _____

Vendor Address: _____

Amount: _____

Remarks, if any: _____

PTO Committee Chair Approval
(please print and include signature):

Date paid: _____

Check #: _____

Amount: _____

Received by: _____

On: _____

(please list items attached)

