

Noyes PTO Treasurer
Request for Check(s)
(Please Print)

I would like to request a check in the amount of \$ _____.

The check should be made payable to:

The check should be charged against the PTO account entitled:

The check should be sent/mailed to:

Name: _____

Address: _____

This charge is for: _____

This charge has been approved by: _____
(Committee chair/principal approval)

I need the check by: _____
(Date)

This charge is being requested by: _____
(Please print your name)

Signature: _____ Date _____

Please attach receipts and invoices to this request and return it to the Treasurer's PTO mailbox at the front office.

Thank you,
Noyes PTO Treasurer

TREASURER'S USE ONLY
Paid: Date _____
Check # _____
Treasurer's Appr. _____