



E.K. PTO Check Request

Receipts or invoices MUST be attached to all check requests

Today's Date: _____

Check Needed By: _____

Check Payable To:

Name _____

Address _____

City/State/Zip _____

Check Amount: \$ _____

Purpose/Description of Use: _____

Charge to Budget Line(s): _____	Amount _____
_____	Amount _____
_____	Amount _____
	Total \$ _____

What to do with Check? Return to me _____
 Send home with _____
 Mail with attached invoice _____
 Other _____

Requested By: _____

<p><i>Office Use</i></p> <p>Check issue date: _____</p> <p>Check Number: _____</p> <p>Issued By: _____</p> <p>Posted By: _____ Date: _____</p> <p>Notes: _____</p>
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