



Check Request Form

Date: _____ Phone Number: _____

Request Submitted by: _____

Check payable to: _____

Address: _____

Reason for expenditure: _____

Amount Requested \$ _____

Date check needed by: _____

- Mail check to address above
- Send via backpack with _____ in room _____

Approved by PTO Treasurer: _____

Approved by Principal: _____

This form must be used when requesting a check from Seton PTO. Original receipts or suitable documentation must be attached for reimbursement. Seton PTO is exempt from state sales tax. Exemption certificates are available in the school office. Please present one to the vendor at the time of purchase to avoid sales tax charges.

This check request must be approved first by the PTO Treasurer and then by the principal. Checks will be ready in 14 business days. Every effort will be made to have a check ready by the date requested above.

For Treasurer's Use Only

Date Received _____	Account to charge _____
Date Paid _____	Check Number _____