

Check Request: Abbot PTO - WEPTO

Please allow up to 10 days to process the check request. Inform treasurer if immediate action is required.

YES! My PTO Board is aware of this request.

Requestor Name: _____

Email (if unknown to treasurer) _____

Amount Requested: _____ Date of Request: _____ Date Needed: _____

- Payment of Invoice *(please include copy of invoice)*
- Expense Reimbursement *(please include copy receipts)*
- Other

Please check the appropriate budget category and provide a brief description of how funds will be used.

- Appreciation (provide name of/describe appreciation event)
- Community Building (provide name of/describe event)
- Enhancing Education (provide explanation) -- **Include Chris Roberge in the process of this request.**
- Arts and Enrichment Program - AEP Program (provide name of program)
- Fundraiser (provide name of fundraiser)
- Mini Grant (describe grant)
- Principal Funds (provide brief description) – **Include Chris Roberge in the process of this request.**
- PTO Operations (provide explanation)
- I am unsure how to classify (provide brief description)

Funds will be used for: _____

Make Check Payable To: _____

Send Check To: *(please provide address)* **or Leave Check in PTO Crate in School Office:**

Check Request Form and *receipts/invoice* may be:

* Scanned and e-mailed to abbotschoolpto@gmail.com **or** left in the treasurer slot in the PTO mailbox.

Please contact Abbot PTO Treasurer when making a request at abbotschoolpto@gmail.com

CHECK REQUEST APPROVAL

The PTO should be aware of this spending. When the Abbot treasurer is processing a Check Request over \$100, or if request is not part of the PTO budget, an email will be sent to the PTO Board. If any of these parties is in disagreement with the Check Request, the process will stop until the issue has been resolved.