



CORNELIUS ELEMENTARY PTO Check Request Form



Date: _____

Amount Requested \$ _____

Payee: _____

Invoice #: _____

Invoice Date: _____

| | |
|---|--|
| <input type="checkbox"/> MAIL Address _____ City, State, Zip _____ | <input type="checkbox"/> Place in PTO or Teacher/ Staff Mailbox <input type="checkbox"/> (other) |
|---|--|

Requested by: _____
Name

_____ email

Purpose of Request:

Committee Chair Approval: _____

BUDGET CATEGORY

- | | |
|---|--|
| <input type="checkbox"/> Art By Me <input type="checkbox"/> Bank Fees <input type="checkbox"/> Book Fair/Technology <input type="checkbox"/> Character ED <input type="checkbox"/> Community Events <input type="checkbox"/> Community Outreach <input type="checkbox"/> Directory <input type="checkbox"/> Father Daughter Dance <input type="checkbox"/> Field Day/Celebration <input type="checkbox"/> Fundraiser <input type="checkbox"/> <input type="checkbox"/> Silent Auction <input type="checkbox"/> <input type="checkbox"/> Cougar Dash <input type="checkbox"/> <input type="checkbox"/> Other <input type="checkbox"/> Grants <input type="checkbox"/> Grounds & Beautification <input type="checkbox"/> Holiday Store | <input type="checkbox"/> Hospitality <input type="checkbox"/> Mother Son Event <input type="checkbox"/> Printing <input type="checkbox"/> PTO Administration <input type="checkbox"/> PTO Membership <input type="checkbox"/> School Improvements <input type="checkbox"/> School Rewards <input type="checkbox"/> School Store <input type="checkbox"/> Spirit Wear <input type="checkbox"/> Sponsorship <input type="checkbox"/> 5th Grade Graduation <input type="checkbox"/> Welcome Committee <input type="checkbox"/> Yearbook <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|---|--|

You Must Attach All Receipts, Invoices, Order Forms, Grant Requests, Etc. to this Original

If you have any questions, please contact
 Nikki Rayburn at
 nikki_hill.rayburn@yahoo.com



Treasurer's Use Only

Date Received: _____
 Check #: _____
 Date: _____
 Approval: _____