



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)
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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"/> Directory
<input type="checkbox"/> 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"/> Tenders
<input type="checkbox"/> <input type="checkbox"/> Spare Time
<input type="checkbox"/> Grants
<input type="checkbox"/> Grounds & Beautification
<input type="checkbox"/> Holiday Store | <input type="checkbox"/> Hospitality
<input type="checkbox"/> Son Event
<input type="checkbox"/> Printing
<input type="checkbox"/> Prof. Development
<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"/> <input type="checkbox"/> Shirts
<input type="checkbox"/> <input type="checkbox"/> Magnets
<input type="checkbox"/> <input type="checkbox"/> Cougars
<input type="checkbox"/> Sponsorship
<input type="checkbox"/> 5th Grade Graduation
<input type="checkbox"/> Yearbook |
|---|---|

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@gmail.com



Treasurer's Use Only

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