CORNELIUS ELEMENTARY PTO
Check Request Form

Date: _____ **Amount Requested $** _____

Payee: _____ Invoice #: _____

Invoice Date:

☐ **MAIL**	☐ **Place in PTO or Teacher/ Staff Mailbox**
Address_____	
City, State, Zip_____	☐ (other)

Requested by: _____ _____

Name email

Purpose of Request:

_____

_____

_____

Committee Chair Approval: _____

BUDGET CATEGORY

- ☐ Art By Me
- ☐ Bank Fees
- ☐ Book Fair/Technology
- ☐ Character ED
- ☐ Community Events
- ☐ Directory
- ☐ Father Daughter Dance
- ☐ Field Day/Celebration
- ☐ Fundraiser
  - ☐ Silent Auction
  - ☐ Cougar Dash
  - ☐ Tenders
  - ☐ Spare Time
- ☐ Grants
- ☐ Grounds & Beautification
- ☐ Holiday Store
- ☐ Hospitality
- ☐ Mother Son Event
- ☐ Printing
- ☐ Prof. Development
- ☐ PTO Administration
- ☐ PTO Membership
- ☐ School Improvements
- ☐ School Rewards
- ☐ School Store
- ☐ Spirit Wear
  - ☐ Shirts
  - ☐ Magnets
  - ☐ Cougar
- ☐ Sponsorship
- ☐ 5th Grade Graduation
- ☐ Yearbook

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

If you have any questions, please contact Happy Whitaker: CESTreas2021@gmail.com

Treasurer's Use Only

Date Received: _____

Check #: _____

Date: _____

Approval: _____