



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"/> Silent Auction
<input type="checkbox"/> Cougar Dash
<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 |
|--|--|

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

If you have any questions, please contact: Jennifer Saxton
 jennsaxton@gmail.com



Treasurer's Use Only

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