

**Deerlake Middle School PTO**  
**Check Request**

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

**Date Needed** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_

Amount \$ \_\_\_\_\_ Project/Account \_\_\_\_\_

Reason for check (ex. cash box, pizza, luncheon, etc.) \_\_\_\_\_

\_\_\_\_\_

Check Payable to \_\_\_\_\_

Address of Payee (if no bill attached) \_\_\_\_\_

\_\_\_\_\_

***-If this is a bill that needs to be paid, attach the bill to this form and the Treasurer will mail it.***

***- Original receipt(s) must be submitted to Treasurer totaling amount of check. Keep a copy of receipt(s) for your records.***

***-Notify treasurer by email or phone when check request submitted. Please request checks 2 weeks in advance. Two officer's signatures are required by the bank.***

Approved by (PTO Officer) \_\_\_\_\_ Date \_\_\_\_\_

Approved by (PTO Officer) \_\_\_\_\_ Date \_\_\_\_\_

-----

For Treasurer's Use only

Account \_\_\_\_\_ Check # \_\_\_\_\_ Dated \_\_\_\_\_ Logged \_\_\_\_\_