

Check Request

Your Name:	Phone Number:
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Date Submitted:	Date Needed:
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Check Payable To:	Amount:
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Address of Payee (if no invoice attached):

Project Category:

Reason for Check:

Included in annual budget or Approved at meeting on _____ / _____ / _____

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

This form can be completed in electronic format using Adobe Acrobat Reader. Then you can e-mail it, along with scanned copies of supporting documents, to bowptotreas@gmail.com. Alternatively, you can complete the request and put it in the PTO Treasurer folder located in the PTO box at your school as you have done in the past.
THANK YOU FOR ALL THAT YOU DO!!

Approved by (PTO Officer):	Date:
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Approved by (PTO Officer):	Date:
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PTO Treasurer: Missy Carder
E-mail: bowptotreas@gmail.com



THE BOW P.T.O.
<http://bowpto.digitalpto.com/>

Date Received:	Check #:	Date Paid/Logged by Treasurer:
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Expense category:	Comments / Notes:
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PTO USE