

**Pinnacle Peak Preparatory School
PTO Check Request**

Name of Person Submitting: _____

Email address: _____

Date: _____ Amt of Request: _____

Committee/: _____

Name of Activity: _____

Reimbursement via Check OR Direct Deposit (please circle one)

Direct Deposit requires ACH form to be completed

MAKE CHECK PAYABLE TO: _____

Submitting Person Signature: _____

Committee Chair Signature: _____

*All requests (other than teacher funds) must have an approval
signature from the committee chair or a board member.*

*Core Knowledge Fund can be used for
Core Knowledge related parties and events.*

*If you have any questions, please email Tanja Buhay
at tanjabuhay@yahoo.com. Thank you.*

Please attach receipts!

Your check will be ready within 2 weeks of submission.

Treasurer Use Only

Acct: _____

Date Pd: _____

Check #: _____

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