



Linn Grove PTO Check Request

CHECK REQUEST

Date Submitted: _____ Submitted By: _____

Amount Requested: _____ Date Needed: _____

REASON/PURPOSE

Purpose of check/What is check is for:

Budgeted? Yes No **What Category Budgeted Under** _____

If no approved by: _____ Date: _____

Payable to: _____

Supporting document/bill attached **Receipt will be following**

Treasurer to mail payment **YES** **NO** *Please add address to Payable line if needs to be mailed

PAYMENT BY PTO

For PTO use only:

Date Received: _____ Acknowledgement Sent: _____

PTO Check# _____ Date Sent: _____

Payee: _____ Approved by: _____