

**LINCOLN MIDDLE SCHOOL PTO
CHECK REQUISITION FORM**

Date _____ Committee/Account: _____

Submitted by: _____

Approval by Committee Chairman: _____
(Signature)

Expenses Incurred:

<u>Date</u>	<u>Item/Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total:	_____

Make Check Payable to: _____

Address: _____

Submit form with original receipts to PTO Treasurer:

Jennifer Huber
523 Engel Blvd
Park Ridge, IL 60068

(For treasurer use) Check # _____

Dated: _____