

7/20/2016

**South Middleton PTO
CHECK REQUEST FORM**

To be used for items already budgeted or pre-approved and purchased or request purchase with SMPTO debit card.

Date: _____

Payable to: _____

Item(s) or service purchased or requested to be purchased with PTO debit card:

Purpose for purchase (budget line item): _____

Total amount to be paid: \$ _____

PLEASE ATTACH A RECEIPT WITH THIS VOUCHER. VOUCHERS THAT ARE TURNED IN WITHOUT A RECEIPT WILL NOT BE PAID. Please give this voucher to the treasurer for payment. Thank you. It is acceptable to scan a receipt and this voucher and send to board@smpto.com .

If you request a check mailed to you in lieu of pick up or drop off, please indicate return address:

For Treasurer's use:

Check Number _____ Amount \$ _____ Date _____

Check given to: _____