



**SOARING TO
EXCELLENCE!**

Check Request Form

**Mitchell Elementary School PTO
14 School Street
Woodbury, CT 06798**

Date Submitted: _____

Person making request: _____

Email Address: _____

Telephone: _____

Purpose: _____

Check Amount: _____

Payee: _____

Please attach all receipts and Expense or Vendor Invoice

Delivery instructions: _____

Section to be completed by PTO Treasurer

APPROVAL:

Budget Allocation: _____ Expense Report or Invoice/receipt (circle one)

Prior Approval: YES _____ NO _____ Notes: _____

Date Paid: _____ Check Number: _____

Signature: _____

Signature of PTO President or Treasurer

**Questions? Please contact the PTO Treasurer
at mespto@ctreg14.org**