



Cranbury Elementary School PTO Check Request Form Instructions

This form is used when a payment is due to a vendor.

1. Complete the form in full and make sure to sign and date request. Attach a copy of the invoice and contract (if available). If you do not attach any backup, the form will be returned unpaid to you.
2. Place completed form in Treasurer's mailbox located in the Cranbury Elementary School front office.
3. Treasurer will submit form to PTO President for approval signature.
4. Once the PTO President signature is obtained, a check will be mailed to the vendor.

Check Request

YOUR NAME:		PHONE: () -	
PROJECT/CATEGORY:			
DATE SUBMITTED: / /		DATE NEEDED: / /	
DATE MAILED: / /			
REASON FOR CHECK:			
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET		or	
		<input type="checkbox"/> APPROVED AT MEETING (DATE: / /)	
CHECK PAYABLE TO:		AMOUNT: \$	
ADDRESS OF PAYEE: (if no bill attached)			

If this is a bill that needs to be paid, attach the bill to this form and the Treasurer will mail it.

APPROVED BY (PTO OFFICER):	DATE: / /
APPROVED BY (PTO OFFICER):	DATE: / /

For Treasurer's Use Only: Category _____ Check # _____ Dated _____ Logged _____