

Buckeye Elementary PTO

Check Request Form

Name: _____ Phone: _____

Date Submitted: _____ Amount \$: _____

Activity/ Event: _____

Reason for Check: _____

Included in annual budget: _____

OR

Approved at meeting date: _____

Check Payable to: _____

Address of payee: _____

Attach all receipts or invoices to the check request form.

For Treasurer's Use Only:

Category

Check #

Dated