2022/2023
Station Middle School PTO
Request for Start Up Cash

Treasurer Use Only
Check # _____
Date Paid: _____

Procedures for Start Up Cash: Please fill out the form below and return it to the treasurer no later than 5 school days before you need the check. You will be provided a check made payable to you. You will be responsible for cashing the check prior to your event in your preferred denominations. If you have any questions, please call.

I am requesting a check in the amount of $_____ made payable to

_____ to be used as start up cash for

_____ event.

Signature: _____

Date needed: _____

Budget Account : _____