



Staff Check Request Form

The turnaround time for all check requests is 7-10 business days

Please ensure that the form is filled out completely. Submit the form to nortoncreekptotreasurer@gmail.com. All requests must have receipts/invoices attached in accordance to standard accounting practices. Failure to comply will lead to possible delays or rejection of payment.

2025-26 Check Stipends

Classroom & Specials Teachers	\$100
Student Support Services	\$50
Non-Full Time Teachers & Staff	% of Stipend <small>*Based on hours at NC</small>

Today's Date: _____

Requested By: _____

Payable To: _____

Total Hours Scheduled at Norton Creek Per Week: _____

Please Note: All checks will be routed to your Norton Creek mailbox unless a mail address is provided.

OR

Mailing Address: _____

Receipt(s) for the total amount of the request must be attached to this form. Please itemize receipt(s) in the space provided below or attach a typed list from Word or Excel. Please do not write your list on the back of this form.

Purpose (please specify food, decorations, etc.)	Amount (\$)
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$

**** PTO TREASURER USE ONLY ****

Check #: _____ Check Date: _____