



# CORNELIUS ELEMENTARY PTO

## CHECK REQUEST FORM

Submit your request by Friday of each week to be considered for approval and payment during the following week. Attach all receipts, invoices, order forms, grant requests, etc.

Date: \_\_\_\_\_ Amount Requested:\$ \_\_\_\_\_

Payee: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Requested By: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Expense: \_\_\_\_\_

### BUDGET CATEGORY

- |   |   |
|---|---|
| <input type="checkbox"/> Bank Fees                | <input type="checkbox"/> Hospitality                        |
| <input type="checkbox"/> Book Fair/Technology     | <input type="checkbox"/> Son Event                          |
| <input type="checkbox"/> Community Events         | <input type="checkbox"/> Printing                           |
| <input type="checkbox"/> Daughter Dance           | <input type="checkbox"/> PTO Administration                 |
| <input type="checkbox"/> Field Day                | <input type="checkbox"/> PTO Membership                     |
| <input type="checkbox"/> Fundraiser               | <input type="checkbox"/> School Improvements                |
| <input type="checkbox"/> Auction                  | <input type="checkbox"/> Spirit Wear                        |
| <input type="checkbox"/> Cougar Dash              | <input type="checkbox"/> Sponsorship                        |
| <input type="checkbox"/> Other                    | <input type="checkbox"/> 5th Grade EOY Ceremony/Celebration |
| <input type="checkbox"/> Grants                   | <input type="checkbox"/> Yearbook                           |
| <input type="checkbox"/> Grounds & Beautification | <input type="checkbox"/> Miscellaneous                      |

Questions? Contact your  
PTO Treasurer

#### Treasurer Use Only:

Date Received:

Approval:

Date Paid:

Check Number: