



Barrington PTO Check Request Form

Vendor quote, purchase order or receipt(s) MUST be returned with completed form.

Date submitted: _____

Submitted by: _____ Phone: _____

Email: _____

Make check payable to: _____

Check amount: \$_____

Date check is needed: _____

Check should be mailed directly to:

Vendor/payee

Person submitting check request

Address: _____

Address: _____

PTO committee budget and sub-committee, if applicable, to be charged (for example, Clown Around, Tickets): _____

Explanation of expense(s): _____

Chair or principal approval: _____

Return this form to the PTO Treasurer in the black PTO mailbox in the school office.

Treasurer Use Only:

Check #: _____

Date paid: _____