



Mars Elementary PTO Check Request Form

First & Last Name	
Phone Number	
Project/Category	
Reason for Check	
Date Check Request Submitted	
Date Check Needed	
Who should check be made payable to?	
Check Amount	
Address of Payee	
Date Check Mailed (PTO Treasurer)	

***If this is a bill that needs to be paid, please attach the bill to this form and the PTO Treasurer will mail.**

Approved by (PTO Executive)		Date	
Approved by (PTO Executive)		Date	

For PTO Treasurer Use Only: Category: _____ Check #: _____ Date: _____