

# PTO Check Request

**Note: All check requests require documentation (invoice/receipts) attached and reported within 45 days from when they occurred**

Pick up check	
Mail check	

Date of request: \_\_\_\_\_

Submitted by (name) : \_\_\_\_\_

**Make Check Payable To (Name and Address) :** \_\_\_\_\_

Approved by\*: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Purpose/ Items (put amount for expense below): \_\_\_\_\_

<u>PTO Program Support</u>	Amount (\$)	<u>Committee Expenses</u>	Amount (\$)
Birthday books	6596058	Accelerated Reader	6606070
Book Fair	6596049	Art	6605539
Directory	6596045	Author Visit	6606075
Honduras	6586035	Christmas Concert	6596050
Jr. High Leadership	6606086	Classroom Needs	6606095
Sportwear	6596046	Cultural Enrichment	6606080
Teacher Table Sponsorship	6586030	Dance	6596061
Yearbook	6596047	Everybody Counts	6606085
Wish List	6596057	Field Day	6596051
		Hospitality	6595583
		Music	6606090
		Newcomers	6596055
		Parent Education	6596056
		STEM	6605507
		Teacher Appreciation	6585433
		Wellness	6596054

  

<u>Administrative Expenses</u>	Amount (\$)
Back to school brochure	6595553
Bank fees	6595560
Entertainment	6596048
Gifts	6585503
Supplies	6595551

<u>Hot Lunch</u>	Amount (\$)
Subway (Mon)	6556005
Chick-fil-A (Mon)	6556000
Fazolis Ziti/Lasagna (Mon)	6556001
Fazolis Spaghetti (Mon)	6556002
Hot Box (Mon)	6556003
Wendys (Mon)	6556004
Chick- fil-A (Fri)	6566000
Sahms Quesadilla (Fri)	6566010
Sahms French Toast (Fri)	6566012
Jimmy Johns (Fri)	6566011
Papa Johns1 (Fri)	6566013
Papa Johns2 (Fri)	6566014
Hot lunch supplies	6575551

**(\*SPECIFY DATE of Hot Lunch)**

**DOCUMENTATION AND APPROVAL REQUIRED**

***Mail original copy of this check request form and related invoice/receipts to Karen Winternheimer/IHM Parish Office, 5692 Central Avenue, Indpls, IN 46220 OR place in the Parish Office basket in the School Office.***

***NOTE: Tax will not be reimbursed. Please ask for a current Tax Exempt Certificate from the parish office to be used for purchase.***