

BENNETT-HEMENWAY PTO
Check Request Form

Today's Date: _____

Payee Name: _____

Mailing Address: _____

How/where should check be delivered: _____

Check Due Date: _____

Event or Expense Category: _____

Event Chair Name/Approval: _____

Individual Making Request (Name & e-mail contact info): _____

Please list receipts and/or contract with explanation of expense:	Amount:
Total \$ Amount Requested:	

Please list and attach all receipts and/or executed contracts (keep copy for yourself), have your event chair approve the request and submit by placing it in the PTO mailbox in the Ben-Hem Office. If submitting electronically, please send this form with all information filled in, provide scanned copies of original receipts and send to gdubois@benhempto.org. It is important that all reimbursement and check requests be submitted no later than the last day of the current school year.

Please email Gretchen DuBois at gdubois@benhempto.org with questions or concerns.

For administrative purposes only, please leave blank:

Date check issued: _____

Check number: _____

Check amount: _____

Date check cleared: _____