

Barrington High School PTO

Check Request Form (Reimbursements/Invoice Payments)

Use this form to receive reimbursement for expenses incurred for the BHS PTO and to request checks for vendors. Turn in this form to the PTO Treasurer (in person or the mailbox in the school office) only once completely filled out and appropriately signed.

We cannot reimburse any sales tax. Be sure to utilize the tax exempt form. All reimbursement requests must include the original receipt or invoice.

Date Submitted: _____ Committee: _____

Name of Person Submitting: _____ Phone number: _____

Function/Activity for Which Receipts Are Related: _____

Description of purchase: _____

Check Request Amount: \$ _____

Check Payable To: _____

Address: _____

Requestor Signature: _____

Chair/Exec Board signature: _____

(cannot be the same person as requestor)

PTO Treasurer Use Only:

Date Request Received: _____ Date Disbursed _____

Total Amount: \$ _____ Check #: _____

Individual/Company Check Written To: _____

Memo: _____