



2021 -2022

Prairie Middle School PTO

TREASUER USE only

CHECK #:

DATE #:

Request for Start-Up Cash

Procedures for start-up cash: Please fill out the form below and email it to prairieptotreasurer@gmail.com no later than 5 school days before you need the **check** for Start-Up Cash. I will provide a check made payable to you. You will be responsible for cashing the check to receive the Start-Up Cash. Cash boxes are available in the PTO drawer. If you have any questions, please contact me via email at prairieptotreasurer@gmail.com.

Check Payable to: _____

Amount: _____ Event Date: _____

Event : _____

Address: _____

(This is the address I will mail check to)

Your Email/Phone #: _____

(So I can contact you in case there are questions)

_____ # of PTO Cash Boxes

_____ Date(s) Cash Boxes Are Needed

Your Signature: _____

Treasurer Reviewed & Approved: _____