



Roslyn Road School PTO

Check Request Form

Complete this form and return to PTO Treasurer



Request Date	Check Amount
Check Payable to	
Address	
Event/Fundraiser Name	
Description of Purchase	
Requestor's Signature	
Chairperson or Board Member's Signature	

**** All receipts MUST be attached ****

Use PTO's sales tax exempt letter – sales tax will not be reimbursed

For Treasurer Use Only:

Date	Check#	Check Amount
Approved By:		Treasurer's Initials