

HUBBARD WOODS SCHOOL PTO
CHECK REQUEST FORM

Please complete the following information and place this form with all invoices/receipts in the Treasurer's Folder in the PTO file cabinet in the front office at school. Please note that tax cannot be reimbursed.

Pay To (name and telephone number):

Amount (do not include tax):

Description of Purchase:

Payment Due Date:

Deliver Check To:

Committee Chair Approval (signature): _____

Expense To (committee name/category): _____

Date Submitted:

Attach originals of all vendor invoices/receipts to check request form

