

LWE PTO Check Request

(when you need a check cut to a vendor)



Personal Information

Date: _____

Name: _____

E-mail: _____

Phone: _____

Account Information

Make Check Payable to: _____

Address: _____

Date Needed: _____

Total Amount: \$ _____

Reason for Check: _____

Please attach receipt(s) for the total amount to the back of this form.

Please mail the check to the vendor. I will arrange to pick up the check.

Treasurer's Box

Check #:

Check Date:

Check Amount:
\$ _____

Budget Line Item:

Final Details

Processed by (PTO Treasurer):

Date:

→ Thank you!!