

# CTS PTO Check Request / Cash Disbursement

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Check one  Parent  Faculty

Pre-Approved: \_\_\_\_\_ (for amounts over \$200 only) Date Due: \_\_\_\_\_

Payable to: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Check one  Return to requestor  
 Mail Directly to Recipient

Special Instructions:

Event:

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative PTO               | <input type="checkbox"/> New Book Fair        |
| <input type="checkbox"/> Back to School Dinner            | <input type="checkbox"/> Outreach             |
| <input type="checkbox"/> Back to School Orientation       | <input type="checkbox"/> Shirt/Sports Bottles |
| <input type="checkbox"/> Bread Dough                      | <input type="checkbox"/> Spalding             |
| <input type="checkbox"/> Classroom supplies<br>(Teachers) | <input type="checkbox"/> Sports Booster       |
| <input type="checkbox"/> Evening Under the Stars          | <input type="checkbox"/> Grade:               |
| <input type="checkbox"/> Fiddlesticks                     | <input type="checkbox"/> Student Programs     |
| <input type="checkbox"/> Gift-wrap                        | <input type="checkbox"/> Event name           |
| <input type="checkbox"/> Harvest Fest                     | <input type="checkbox"/> Teacher Appreciation |
| <input type="checkbox"/> Health Screening                 | <input type="checkbox"/> Used Book Fair       |
| <input type="checkbox"/> Honors Breakfast                 | <input type="checkbox"/> Yearbook             |
| <input type="checkbox"/> Membership                       | <input type="checkbox"/> Other                |

Description:

Please make sure you have attached all your receipts or invoices.

Return to Nancy Holben, PTO Treasurer

*For official use only:* Check# \_\_\_\_\_ Amount \$: \_\_\_\_\_ Date: \_\_\_\_\_