

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:
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- Event:**
- | | |
|--|---|
| <input type="checkbox"/> Administrative PTO | <input type="checkbox"/> Shirt/Sports Bottles |
| <input type="checkbox"/> Amazing Race | <input type="checkbox"/> Spalding |
| <input type="checkbox"/> Back to School | <input type="checkbox"/> Sports Booster |
| <input type="checkbox"/> Bread Dough | <input type="checkbox"/> Grade/Class of: |
| <input type="checkbox"/> Classroom supplies (Teachers) | <input type="checkbox"/> Student Programs:
-Colonial Day
-Greek Day
-Field Day |
| <input type="checkbox"/> Committee For High Expectations | <input type="checkbox"/> Teacher Appreciation |
| <input type="checkbox"/> Evening Under the Stars | <input type="checkbox"/> Used Book Fair |
| <input type="checkbox"/> Harvest Fest | <input type="checkbox"/> Used Uniform Sale |
| <input type="checkbox"/> Health Screening | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Membership/Directory | <input type="checkbox"/> Other |
| <input type="checkbox"/> Outreach | |
| <input type="checkbox"/> Scholastic Book Fair | |

Description:

Please make sure you have attached all your receipts or invoices.
Return to Nancy Engelberg, PTO Treasurer engelbergn@gmail.com 480.767.6244

<i>For official use only:</i> Check# _____ Amount \$: _____ Date: _____
