

## PTO Check Request Process & Form

The following page includes the form to fill out for check or reimbursement requests.

**If you are completing the form for the first time or need a refresher**, please read through these tips:

- For check requests or reimbursement requests, be certain to include all receipts or invoices. Please reconcile your receipts and add explanations if needed when submitting your check request form.
- If the receipt is for expenses incurred in relation to more than one category or event, please explain which items on the receipts relate to which categories on the check request form and total the subcategories.
- Completed check requests should be placed in the treasurer's box in the front lobby during the school year. Check requests are typically completed within a week of the request. Checks are generally delivered on Fridays.
- If you are submitting a request that is time sensitive (ie. a vendor is waiting to be paid at the school) or is needed with less than a week's notice, email our co-treasurer, Sherry Zhao, at [mrptotreasurer@gmail.com](mailto:mrptotreasurer@gmail.com) that such a request is coming and by what date you will need the check.
- Any check requests over the summer should be mailed to the home of Sherry Zhao: 62 Chase Street, Newton, 02459. Please include a self-addressed stamped envelope.

If you have any questions, please contact Sherry Zhao at [mrptotreasurer@gmail.com](mailto:mrptotreasurer@gmail.com)

# PTO Check-Request Form

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

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ **\*\*\* Must include all receipts** Date needed: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Deliver check to:

- 1) \_\_\_\_\_ MR PTO Treasurer's Box (outside the office on the shelves) for pick-up....OR.....
- 2) \_\_\_\_\_ Mail directly to Vendor (ONLY VENDORS -NO PARENTS PLEASE.)

Vendor's Address: \_\_\_\_\_

## Category. Please check all that apply:

- |  |   |
|--|---|
| _____ Bingo                                    | _____ Kids Raffle                       |
| _____ Book Fair                                | _____ Library                           |
| _____ CAPP (Child Assault Prevention Program)  | _____ Literary Magazine                 |
| _____ Classroom Support                        | _____ Logo Items                        |
| _____ Communications: Directory                | _____ Newton Serves                     |
| _____ Communications: General                  | _____ Picnics: Fall Picnic              |
| _____ Communications: Other _____              | _____ Picnics: Spring Picnic            |
| _____ Community Outreach to _____              | _____ Playground Maintenance            |
| _____ Creative Arts & Sciences                 | _____ PTO Administrative Costs: General |
| _____ Curriculum Support                       | _____ PTO Council                       |
| _____ Fifth Grade Trip (Hale)                  | _____ Respect for Human Differences     |
| _____ Fools' Folly (circle one:) Food/Beverage | _____ Safe Routes                       |
| Decorations Entertainment Publicity Venue      | _____ School Photo                      |
| FF Other: _____                                | _____ Science Fair                      |
| _____ Fun Run (actual run exp. not food)       | _____ Shopping                          |
| _____ Garden Expense                           | _____ Speakers                          |
| _____ Green Team                               | _____ Spring Auction                    |
| _____ Hospitality: General                     | _____ Teacher's Appreciation Luncheon   |
| _____ Hospitality: Room Parent Support         | _____ Technology                        |
| _____ Hospitality: K Orientation/Kinder Club   | _____ Understanding our Differences     |
| _____ <b>Other:</b> Please explain. _____      |   |

## Special funds:

- \_\_\_\_\_ Fifth Grade Graduation Fund for the graduation year \_\_\_\_\_
- \_\_\_\_\_ Technology Fund \_\_\_\_\_ Library Bookplate/Gift Books

If you have any questions, please contact M-R PTO Treasurer: Sherry Zhao, Treasurer

62 Chase Street, Newton, MA 02459

Email: mrptotreasurer@gmail.com

Processed \_\_\_\_\_ Check Number \_\_\_\_\_ Check Delivered \_\_\_\_\_