

Submit Forms to Ashley Kay, ADE PTO Treasurer via PTO Treasurer mailbox or adeptotreasurer@gmail.com

CHECK REQUEST

(You need the PTO to send a check to pay someone)

Alton Darby Elementary PTO

Your Name:		Phone: () -
Project/Category:		
Date Submitted:	Date Needed:	Date Mailed:
Reason for check:		
INCLUDED IN ANNUAL BUDGET _____ OR APPROVED AT MEETING (DATE: / /) _____		
Check payable to:		Amount: \$
Address of Payee: (if no bill attached)		

If this is a bill that needs to be paid, attach the bill to this form and the treasurer will mail it.

Approved by (PTO officer):	Date:
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PTO Treasurer Use: Category _____ Check # _____ Date _____ Logged _____