

Revised: September 2021

**CHENERY MIDDLE SCHOOL PTO, INC.
CHECK REQUEST**

PLEASE ATTACH BILL, INVOICE OR OTHER DOCUMENTATION OF EXPENSE.

Checks will not be issued if not received with this request. **If you have lost your receipt, please attach a note with full details.**

Please contact Treasurer and/or Assistant Treasurer if any questions:

Wenhong Liu and Ying Tian @ CheneryPTOTreasurer@gmail.com

Today's Date: _____

YOUR NAME: _____

PHONE#: _____

E-MAIL ADDRESS: _____

Purpose: ACTIVITY/COMMITTEE: _____

TOTAL AMOUNT: _____

Date needed by: _____

DESCRIPTION OF EXPENSE (number if multiple expenses/receipts):

MAKE CHECK PAYABLE TO: _____

MAIL TO: _____

SIGNATURE: _____

EMAIL FORM AND RECEIPT. Take a photo or scan this form and your receipt. Submit via email to the Treasurer CheneryPTOTreasurer@gmail.com.

IF POSSIBLE, PLEASE:

- Use our nonprofit status to avoid paying taxes (for large purchases) – see website or contact the Treasurer for more information
- Avoid ordering online if large shipping costs will be incurred
- Request separate receipts if you are purchasing Chenery items + personal items
- Submit check requests asap to help us accurately manage the budget