



Check Request Form/Disbursements

Attach bill or invoice to this form upon receipt and/or forward bill to treasurer upon receipt! Please use for pre-purchase check requests to be approved and granted by:

Cottonwood Elementary Badgers PTO

Your Name:		Phone:	
		() -	
Project/Category:			
Date submitted:	Date needed:	Date mailed:	
Reason for check:			
Check payable to:		Amount:	
		\$	
Address of Payee:			

Approved by (PTO Officer):	Date:
Approved by (PTO Officer):	Date:

For Treasurer use only:

Category: _____ Check no.: _____ Dated: _____ Logged: _____