

West Briar Middle School PTO Check Request Form

Requested By: _____ **Date Requested:** _____

PTO Committee: _____ Event: _____

Check Payable To: _____

Amount Requested: \$ _____

Expense Description: _____

Date Check Due: _____

Deliver Check To: **(please check one)**

PTO Box: _____

Teacher: _____ Name: _____

Mail: _____ Address: _____

City, State, Zip: _____

Comments/Additional Information:

ALL RECEIPTS MUST BE ATTACHED (*Please tape small receipts to a letter size sheet of paper*)

Please submit this request form and receipts to Stephanie Brewster, PTO Treasurer, for payment. If you are leaving the check request form in the PTO mailbox, please email or text letting me know it is there.

Email: westbriarpto.treasurer@gmail.com

Text: 832-275-5888

For Treasurer's Use Only

PTO Check#: _____ PTO Check Date: _____