

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: _____

PayPal*: _____ Email/Ph.# on PayPal Acct: _____

**If requesting payment by PayPal, please make sure Email/Ph# on this request is correct. WBMS PTO cannot be held liable for misdirected payments, and cannot resubmit payments due to incorrect PayPal account information by the requestor.*

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 Amanda Hellman, 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: 713-305-4441

For Treasurer's Use Only

PTO Check#: _____ PTO Check Date: _____