

The Woodlands High School PTO Check Request

(Use when requesting cash floats for events; reimbursements to yourself; or payments to 3rd parties)

Payable to: _____ Date needed: _____
 Address: _____ Phone: _____
 Check requester: _____ Date: _____
 Event: _____

Item or Invoice #	Place of Purchase	Amount
	Total:	

(Receipts should be attached)

(If your invoice reflects more than one account, please identify each and amount that should be deducted from each.)

Category	Subcategory	Amount
		\$
		\$
		\$
		\$
		\$
	Total	\$

<u>Treasurer's Notes:</u> Date Received: _____ Date Paid: _____ Check Number: _____ Amount of Check: _____
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Remarks:

Chairman's Authorization: _____
 Treasurer's Signature: _____
 President's Signature: _____