

# J.B. Nelson PTO Check Request Form

Today's Date: \_\_\_\_\_

Account: \_\_\_\_\_ (Circle appropriate account on reverse side)

Date Check Is Needed: \_\_\_\_\_

(Check will be available in Reimbursement Checks folder on Date Needed unless other arrangements are requested under Special Instructions.)

Payable To: \_\_\_\_\_

Check Amount: \_\_\_\_\_ dollars (\$ \_\_\_\_\_ . \_\_\_\_\_ )

(Note: Sales Tax on purchases will not be reimbursed.)

Purpose:

\_\_\_\_\_  
\_\_\_\_\_

The attached invoice(s) or receipt(s)

Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OKAY TO PAY.

Requestor's Signature:

Phone Number: \_\_\_\_\_

## Accounts

5th Grade Celebration	Courtyard Expenses	Gift Wrap Sale	PTO Paper
After School Art Program	CPA Review of Financials	Grace McWayne	School Enrichment
Art Appreciation Maint. Fund	Eastside Café Pizza Sale	Grade Level subscriptions	School Supplies
Art Appreciation Supplies	Educational Challenge	Greens & Poinsettias Sale	Special Appropriations
Assemblies	Effortless Fundraising	Holiday Workshop	Spelling Bee
Batavia H.S. Post Prom	Family Directories	Hospitality	Spirit Wear
Batavia Parent Academy	Field Day	Ice Cream Social	Teacher Allocations
Book Fair	Field Trips	Kindergarten Preview	Treasurer Expenses
Bulletin Boards	Flower Sale	LRC Allocation	Yearbook
Chorus	Fun Fair	Market Day	Other:
Cougars Game Ouling	Gift Certificates	Movie Night	_____