



RIVERWATCH PTSO CHECK REQUEST FORM 2019 - 2020

Person requesting: _____

Date of request: _____ Requester's phone number: _____

Requestor's Email: _____

Make the check payable to: _____

(Petty cash should be requested on the Petty Cash Request/Receipt form)

Amount of check: \$ _____

Purpose of check: _____

Delivery method:

- Requestor will pick up the check in the PTSO mail box in the front office at RMS.
- PTSO to send the check home with a student.

Student name: _____ Warning Bell teacher: _____

- PTSO to mail the check to this address:

- Other: _____

Note: If items have already been purchased, please attach ORIGINAL receipt(s) to this form and turn in as soon as possible after purchase. If items are yet to be purchased, please attach an invoice showing the amount to be paid. Prior to any purchases, a Board Representative must be aware and approve the expenditure. Purchases should fall within budget limitations for your event. Failure to obtain pre approval or exceeding budget limits may result in purchaser having to incur the expenses. Receipt or invoice and signature of the PTSO president are required before the treasurer will issue your requested check. After this form is completed, please place in the PTSO mailbox in the front office and notify the president via email at RiverwatchMSPTSO@gmail.com. Thank you!

Signature of requester: _____

PTSO President approval: _____ Date: _____

FOR TREASURER'S USE ONLY

Date issued: _____ Check number: _____

Charged to what budget item: _____

Comments: _____

Treasurer's signature: _____