

**Tipton-Rosemark Academy  
PTO**

**Check Request Form**

All requests for payment of invoices or requests for reimbursement must be submitted immediately to the treasurer. A check request form must be filled out completely and have all receipts and invoices attached.

<b>Project/Use</b> Ex.- Carnival/Games or Fashion Show/ Decorations
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Description	Amount
1.	
2.	
3.	
4.	
<b>TOTAL</b>	

Payee	
Address	
City/ State/ Zip	

Vendor invoices will be mailed. Member reimbursements will be hand delivered to the payee.

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Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

Date Recorded in Budget spreadsheet \_\_\_\_\_