

Staple All Receipts Here

Please stack Receipts neatly.

- 1) Requester to receive President approval
- 2) Treasurer will create check, President to sign.
- 3) President to forward to Requester

<u>This box is to be filled by the Treasurer</u>	
Bank Register Reference #	_____
Check #:	_____
Date:	_____
Account Charged:	

**CPHS PTSO
Check Request Form**

Requested by: _____ **Date:** _____
Signature

Amount: _____

Payable To: _____
 Address or Student & _____
 Teacher for backpack delivery _____

Reason for Check: _____

Budget Category (Event):
\$ Total of each event Leave blank for Treasurer if unknown

Authorized by: _____
President's Signature

This expense voucher must be submitted to the President within 3 days of the event's end date. The Treasurer will then audit the attached Receipts, Invoices, Order Forms and other proof of payment provided before writing a check to you.
All documents must be attached. - Incomplete forms will not be accepted.