

Cottonwood Creek Elementary PTO

Check Request Form

Date: _____ Amount: _____

Check Payable To: _____

Check Mailing Address/Delivery Instructions: _____

Expenses For: _____

Submitted By: _____

Budget Category: _____ *Exceeds Budget (Y/N) _____

Approved to Exceed Budget By: _____

Please Note:

- Form must be filled out in its entirety, for check issuance.
- Attached support for expenditure in the form of receipts and/or invoices.
- Please submit all expenses for reimbursement within 60 days.
- Please detail any specific mailing instructions for prepared check if needed.

* If expense exceeds budget, approval from the President or Vice President is required PRIOR to submitting the form to the Treasurer.

Guidelines for PTO Spending

The Expenditure MUST:

- Directly enhance the education of the children.
- Directly enhance the physical well-being of the children.
- Directly enhance the social and cultural development of the children.
- Directly benefit the welfare of the children.

Please contact PTO Treasurer at cottonwoodptotreasurer@gmail.com with any questions.

Cori Baird 214-263-8245 or Ceresa Maki 214-663-7311

Treasurer's Use Only

Date Paid: _____ Check # _____