

# Pinnacle Peak Preparatory School PTO



## PTO Check Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

### Please select one:

PTO Individual Teacher Fund

PTO Core Knowledge Funds:

Teacher or Grade Level: \_\_\_\_\_

Event/Party: \_\_\_\_\_

PTO Program/Event: \_\_\_\_\_

PTO Committee: \_\_\_\_\_

Other: \_\_\_\_\_

Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_

Please attach receipts or record of online transactions.

Requestor Signature: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

*All requests (other than teacher funds) must have an approval signature.*

### Questions?

Tanja Buhay, PTO Treasurer  
[tanjabuhay@yahoo.com](mailto:tanjabuhay@yahoo.com)

## Instructions for PTO Check Request Form

1. Fill out the information section at the top with your name, date and email address.
2. Please select the reimbursement reason:
  - **Individual Teacher Fund:** *Teachers only*
  - **Core Knowledge Funds:** *Be sure the event/party is on the designated Grade Level Core Knowledge Event/Party List before you submit this form.*
  - **PTO Program/Event:** *examples include Kinder Playdate, Back to School Morning, Middle School Socials and Service, Field Day, etc.*
  - **PTO Committee:** *Art Masterpiece, Teacher Appreciation, Sunshine, Book Fair, Yearbook, Auction, Membership, etc.*
  - **Other:** *please describe what this request is for and if possible, include the PTO budget line item this reimbursement falls under.*
3. Write in who the check should be payable to and the requested amount. Please attach receipts or print off any record of online transaction.
4. Sign and obtain the approval signature listed below:
  - **Teacher Fund:** *No approval signature needed*
  - **Core Knowledge Funds:** *Classroom teacher or grade level teacher*
  - **PTO Event/Activity**
  - **PTO Committee:** *Committee Chair if not the requestor*
  - **Other:** *Please ask Tanja Buhay if another signature is needed.*

**Your check will be ready within 2 weeks of submission and can be picked up from the front office.**