LAKE TRAVIS HIGH SCHOOL PTO
CHECK REQUEST FORM

What is this check for?
☐ to reimburse individual for expenses already incurred –  attach receipt or invoice marked “paid”
☐ to request funds be paid to vendor for goods or services already received –  attach invoice
☐ to request funds be paid to vendor prior to receipt of goods or services –  attach “pro forma” invoice

Date of Request: ____________________________ Date Check is Needed: ____________________________

Person Requesting: __________________________________________________________

Requestor’s Address to Mail Check: ____________________________________________

Requestor’s Phone Number: ____________________________ E-mail: ____________________________

Make Check Payable To: _________________________________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount *</th>
<th>Budget expense category</th>
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Grand Total = $ ____________  * Sales tax cannot be reimbursed.

Requestor’s Signature: __________________________________________________________

--------------------------------------------------- Treasurer’s Notes  ---------------------------------------------------

Date Received: ________________ Check Number: ________________ Date Processed: ________________

Charged to Budget Item: _______________________________________________________________
☐  Request includes documentation such as receipt or invoice.
☐  Expenditure included in budget adopted by general membership.
    ☐  No plan of work required for expenditure  ☐  Expenditure is consistent with approved plan of work

Comments:  _______________________________________________________________________

Treasurer’s Signature:  _______________________________________________________________________

Rev. July 2016