



Check # <u>Check #.</u>
Date: <u>Date.</u>
Budget Classification: Budget Classification
<i>For Treasurer's use only</i>

**ST. MONICA SCHOOL**  
**AUTUMN FEST PTO CHECK REQUEST**  
**2021 – 2022 SCHOOL YEAR**

**You may fill-in this check request online. Simply click on fill fields, type, and save to your computer.**

Date: add today's date

Amount \$ add the dollar amount

Treasurer to Mail

Place in PTO Folder

Payable to Click or tap here to enter text. \_\_\_\_\_

Address Click or tap here to enter text. \_\_\_\_\_

City/State/Zip Click or tap here to enter text. \_\_\_\_\_

Requested by Click or tap here to enter text. \_\_\_\_\_

Email Click or tap here to enter text. \_\_\_\_\_

Committee Name/Event Click or tap here to enter text. \_\_\_\_\_

Description of Expense Click or tap here to enter text. \_\_\_\_\_

**Approval required: No receipts or backup, all cash requests, checks over \$150:**

Autumn Fest Chair: \_\_\_\_\_

President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

- Note:
- 1) Attach all receipts or invoices to the back of the check request form.
  - 2) ***Sales tax will not be reimbursed.***
  - 3) Tax Exemption Certification forms are available from the Treasurer, [stmonicaptotreasurer@gmail.com](mailto:stmonicaptotreasurer@gmail.com)

*Please allow up to 30 days for reimbursement. Thank you for your support!*