**Check No. \_\_\_\_\_\_**

**Lafayette Avenue School PTO**

**Check Request Form**

Submit form to:

Devi Bhola – Treasurer

dbhola@gmail.com/646-479-2100

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of Check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of the check to be issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(*NJ Sales Tax Exempt Form ST-5 is available for use. Contact Treasurer for copy to be used for purchases of goods/services).*

**Requested By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check to be:**

 **\_\_\_\_\_\_\_ Mailed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_ Picked Up from PTO Box**

 **\_\_\_\_\_\_\_ Picked Up from 10 Woods Lane**

*No check will be issued without a completed Check Request Form and supporting documentation (invoices/receipts/proof of payment). Check Request Forms may be left in the Treasurer Folder in the PTO Box at the school office, brought to a PTO Meeting or mailed/dropped off to Devi Bhola, 10 Woods Lane.*

*--------------------------------------------------------------------------------------------------------------------------------*

***To be completed by Treasurer***

Check Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Account to be charged \_\_\_\_\_\_\_