



## Durham Intermediate PTO Check Request

### Personal Information

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

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

Phone: \_\_\_\_\_

### Account Information

Budget Category: \_\_\_\_\_

Amount \$ \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

Reason for Check: \_\_\_\_\_

**Bill(s) or Receipt(s) Totaling the Amount Requested Must Be Attached**

### For Treasurer's Use Only

Check # \_\_\_\_\_

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

Date Mailed: \_\_\_\_\_

Logged: \_\_\_\_\_

### Approved by (PTO Officer):

\_\_\_\_\_

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