



Bedminster Township School
Parent Teacher Organization (PTO)
Check Request Form



Instructions: All requests must have original receipts stapled to the back of this form. Please be sure to complete this form in its entirety with special detail given to the "Brief Explanation of Invoice/Receipts" section. Also, please include the committee or event name. Use a separate form for each request. Please submit your request within 30 days of the incurred expense and allow 7-10 days for processing.

Remember that the PTO is a tax exempt organization, and we will not reimburse for taxes paid. Please drop off your check request form along with all documentation to the PTO mailbox in the schools' main offices.

Thank you ~ Lisa Cohen ~ PTO Treasurer
lisacohen@rocketmail.com

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

Make check payable to:

Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Where the check should be sent: School or mailing address?  
\_\_\_\_\_  
\_\_\_\_\_

PTO Committee/Event: \_\_\_\_\_

Brief Explanation of invoices/receipts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact information:

Print your name: \_\_\_\_\_

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

Your signature: \_\_\_\_\_

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For treasurer's use only:

Date paid: _____ Check no.: _____

Amount: _____