

Malcolm S. White Elementary School 2016-2017 PTO Check Request Form

Date: _____ Date Needed By: _____

Requested By: _____

Requestor E-mail: _____

Requestor Phone: _____

Check Payable To: _____

Can this be paid via electronic check: Y/N _____

If yes, address for mailing: _____

Budgeted Categories, enter amount in each account that applies
 - If completing electronically, enter dollar amount in the cells and it will total at the bottom.

- | | |
|--------------------------------|----------------------------------|
| _____ Boxtops | _____ 5th Grade Luncheon |
| _____ Spirit Wear | _____ Kindergarten Enrichment |
| _____ Tigers at Play - Fall | _____ 1st Grade Enrichment |
| _____ Tigers at Play - Spring | _____ 2nd Grade Enrichment |
| _____ Halloween Party | _____ 3rd Grade Enrichment |
| _____ Calendar Raffle | _____ 4th Grade Enrichment |
| _____ Walkathon | _____ 5th Grade Enrichment |
| _____ Jim Plunkett - Fall | _____ Community Day |
| _____ Family Portrait Sessions | _____ Back to School Movie Night |
| _____ Jim Plunkett - Spring | _____ Day 1 Breakfast |
| _____ Spring Dance | _____ Miscellaneous Expenses |
| _____ Halloween Float | _____ Staff Appreciation |

_____	Holiday Shop	_____	School reinvestment
_____	Family Reading Night	_____	501(c)3
_____	5th Grade Year Book	_____	Weebly - Website
_____	5th Grade T-shirts	_____	Money Minder - Accounting SW
_____	5th Grade Gift	_____	PTO Insurance
_____	Scholarship	_____	Non forecasted/budgeted
_____	Field Day	_____	

_____ \$ - TOTAL

Please make sure that any receipts, quotes or other documentation is enclosed with the request

PTO USE ONLY

Check # _____

Signature of Treasurer: _____

Date

Authorized by: _____

Date