

Westtown – Thornbury PTO
750 Westbourne Road
West Chester, PA 19382

Check Request Form

Submit to: Miriam Khatib, PTO Treasurer

Submitted by:

Email:

Telephone Number:

Dollar Amount*:

Purpose**:

*Supporting Documents must be attached (i.e. store receipt, invoice, purchase order, etc)

** Identify Budget Item to be charged for this expenditure.

Check Payable to:

Payee Address:

Date Submitted:

Date Needed:

PTO Treasurer Use Only:

Date Paid _____

Check #: _____

Budget Category: _____