

J.B. Nelson PTO CHECK REQUEST FORM

Date:	Account:
Date check needed: (please give at least 7 days)	Purpose:
Payable to:	Check Amount: (Note: **sales tax will NOT be reimbursed**)
Your contact info (phone/email):	Preferred method of check pick-up (PTO bin at school, other arrangements):
Special Instructions:	

Please contact Treasurer to notify if you submit this in the PTO bin in the school office to expedite your check.

Please attach relevant invoice(s) or receipts.

Accounts

5th Grade Breakfast Accelerated Reader Administrative Expenses After School Art Club Art Appreciation Assemblies Assignment Notebooks Breakfast with Santa Book Fair (October) Chorus Courtyard Clean Up Easter Egg Hunt Educational Challenge Effortless Fundraising Family Science Night Field Day First Day of School Flower Sale	Fun Fair Hospitality & Teacher Appreciation Instrument Sale LRC Allocation Market Day Movie Night PBIS Reading Night/Author Visit School Socials School Supplies Special Appropriations Spirit Wear Student Directory Walk to School Week Watch DOGS Yearbook Walk A Thon *may write <i>OTHER</i> if category not listed*
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