

LWE PTO Check Request

(when you need a check cut to a vendor)

Personal Information



Date: _____

Name: _____

Address: _____

City/Zip: _____

E-mail: _____

Phone: _____

Account Information

Make Check Payable to: _____

Date Needed: _____

Total Amount: \$ _____

Reason for Check: _____

Please attach receipt(s) for the total amount to the back of this form.

Please mail the check to the vendor. I will arrange to pick up the check.

Treasurer's Box

Check #: _____

Check Amount:
\$ _____

Initials: _____

Ledger Account: _____

Final Details

Accepted by (PTO Treasurer): _____

Date: _____

→ Thank you!! Your friendly PTO Treasurer