

AIKEN SCHOOL PTO, INC.
CHECK REQUEST FORM

Event/Program:

Name:

Item description:

Amount:

Email address:

Send Check to:

Approved by PTO:

(please initial)

Please put this form in the PTO mailbox or you can take a picture of it and your receipts and email to PTO Treasurer, Susie Billings-Smith at AikenPTOTreasury@gmail.com All Check Request Forms left in the PTO mailbox will be picked up on the 1st & 15th of each month. Reimbursements will be made after the of the month and it may take time to receive reimbursement. If you have not received reimbursement by the start of the next Month please contact Susie Billings-Smith via email above or by phone @ 407-257-8508.

PLEASE ATTACH ALL RECEIPTS TO THIS FORM IN THE UPPPER RIGHT HAND CORNER.