



## CTS PTO Check Request / Cash Disbursement

Request by: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one:  Parent  Faculty Amount: \$ \_\_\_\_\_

Payable to: \_\_\_\_\_ Date Due: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Check one:  Return to Requestor  Mail directly to Recipient

Special Instructions: \_\_\_\_\_

Event:

- |   |  |
|---|--|
| <input type="checkbox"/> Administrative PTO                 | <input type="checkbox"/> Scholastic Book Fair    |
| <input type="checkbox"/> Back to School Event               | <input type="checkbox"/> Spirit Shirts           |
| <input type="checkbox"/> Class of: _____                    | <input type="checkbox"/> Sports Booster          |
| <input type="checkbox"/> Classroom Supplies (teachers only) | <input type="checkbox"/> Student Programs: _____ |
| <input type="checkbox"/> Ink (teachers only)                | _____  |
| <input type="checkbox"/> Evening Under the Stars            | <input type="checkbox"/> Used Book Fair          |
| <input type="checkbox"/> Harvest Festival                   | <input type="checkbox"/> Used Uniform Sale       |
| <input type="checkbox"/> Health Screening                   | <input type="checkbox"/> Yearbook                |
| <input type="checkbox"/> Membership/Directory               | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Outreach                           |  |

Descriptions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please make sure you have attached all your receipts or invoices. Return to Hanan Shamoun, PTO Treasurer (to the box in the front office)*

*Contract information: Hanan Shamoun, PTO Treasurer (email: hhanoudi@gmail.com)*

*For official use only:* Check #: \_\_\_\_\_ Total Amount: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_