**CTS PTO Check Request / Cash Disbursement**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request by:

Email: Phone:

Check one: □ Parent □ Faculty Amount: $

Payable to:

Address:

City:State: Zip:

Phone:

Check one: □ Return to Requestor □ Mail directly to Recipient

Special Instructions:

Category:

□ Administrative PTO

□ Class of:

□ Classroom Supplies (teachers only)

 □ Ink (teachers only)

□ Event:

□ Student Program:

□ Outreach

□ Other:

Detailed Description:

***Please make sure you have attached all your receipts or invoices****.*

*Return to the box in the front office or scan and e-mail to*

*Emmie Cardella, PTO Treasurer* *ecardella@cox.net*

*Questions? 480-215-2180*