



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

☐ Student Program: _____

☐ Class of: _____

☐ Outreach

☐ Classroom Supplies (teachers only)

☐ Other: _____

☐ Event: _____

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 PTO Treasurer at

ctsptotreasurer@gmail.com
