 Long Creek Elementary School PTO

***Check Request/Debit Card Purchase***

Debit Card Purchase[ ]  Check Request [ ]  Donation [ ]

Debit Card Purchases

Date of Purchase: Click here to enter a date. Place of Purchase: Click here to enter text.

Purchase Total: Click here to enter text. Purchaser: Click here to enter text.

Check Request

Requested by: Click here to enter text. Date Requested: Click here to enter a date.

Pay to: Click here to enter text. Amount $: Click here to enter text.

Mail to Attention of: Click here to enter text.

Mail to Address: Click here to enter text.

Contact Phone #: Click here to enter text.

Explanation of Expense(s)/Comments: (itemize, if applicable, please note activity/event so expenses can be coding properly)

**Please attach receipt(s) and submit form to PTO VP of Finance.**

**PTO USE ONLY: \**Request must be approved by two designated PTO Board Members***

 **\*Approved By:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\*Approved By**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Check # Issued:**\_\_\_\_\_\_\_\_\_\_\_\_\_ **Check Issued Date:**\_\_\_\_\_\_\_\_\_\_\_\_ **Check Cleared Date**:\_\_\_\_\_\_\_\_\_\_\_

 **Budget Code #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Budget Code Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_