

## Kaneland McDole Elementary PTO Check Request

### Reimbursement or Payment of Invoice: Original Receipts MUST Be Attached

Name of Person Submitting Request	Phone Number
Committee/Budget Category	Date
Make Check Payable To	\$ Amount Requested
	Invoice # (If Applicable)
Purpose of Expense	Original Receipt Attached (Y/N)

Is this a budgeted or approved expenditure?       Yes       No

### Instructions for Check Payment

Leave Check in Committee Box

Send check home with child: \_\_\_\_\_  
Name/Teacher/Grade

Mail Check to: \_\_\_\_\_  
Address/City/State/Zip Code

***Important Note: Tax Will Not Be Reimbursed. Tax Exempt Status Letters May Be Obtained Through the PTO Treasurer or at [www.mcdolepto.org](http://www.mcdolepto.org).***

### Treasurer's Use

Disbursement Date	Check #	\$ Amount
Budgeted Item (Y/N)	Budget Category	
Date Approved at PTO Meeting	Signature	