

**RICHLAND ELEMENTARY  
PTO Check Request Form  
2016-2017 School Year**

Date: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Delivery of Check:**

- Pick up from school office.
- Pick up at next PTO meeting.
- Mail to address specified below.
- Other (please note below).

**Procedures:**

Tape the invoice to the back of this sheet if applicable.  
Place this completed form and invoice in an envelope addressed to PTO Treasurer, and put in the PTO mail box located in the front office. Also send a note with instructions to the PTO Treasurer by email.  
Please photocopy your request and invoice for your own records.  
Checks will disbursed within 10 days of receipt at the latest.

**Description of Check Request:**

**Amount of Check Request:**

\$ \_\_\_\_\_

**Name that Check should be made out to:**

\_\_\_\_\_

**Address for Check to be sent to (if applicable):**

\_\_\_\_\_

\_\_\_\_\_

Questions? \_\_\_\_\_  
Treasurer: Tara Pfaeffle  
email: [tara.pfaeffle@gmail.com](mailto:tara.pfaeffle@gmail.com)  
Home:  
Cell: