

**PINE-RICHLAND HANCE PTO**  
**Check Request Form**  
**2022-2023**

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

**Delivery of Check:**

- Pick up at the next meeting
- Mail to address specified below.
- Other (please note below).

\_\_\_\_\_  
\_\_\_\_\_

**Procedures:**

Attach invoice to this document or scan with document.

Place this completed form and invoice in an envelope addressed to HPTO Treasurer and place in PTO mailbox at Hance,  
OR email the document and receipts to [hancetreasurerpto@gmail.com](mailto:hancetreasurerpto@gmail.com).

Please copy your request and invoice for your own records.

**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? \_\_\_\_\_  
email: [hancetreasurerpto@gmail.com](mailto:hancetreasurerpto@gmail.com)

Treasurer: Beth Klebacha