

HARPER PTO CHECK REQUEST FORM

Vendor	PTO Committee	Amount (\$) without sales tax	Receipt attached?
	Total		

No checks will be issued without receipts.

No sales tax will be reimbursed (except Costco purchases)

Date Submitted:		Check Due Date:	
Submitted By:		Signature:	
Email:		Phone:	

Make check payable to:

Name:	
Address:	
Other Notes:	

- Mail direct to vendor
 Leave at Harper office
 Email when ready to collect

For checks > \$1,000 please obtain two PTO Exec Board Member signatures:
 (See <http://harperpto.com/committeechairsexecutive-board/> for 22/23 Board Members)

Exec Board Member 1 Signature and Date	
Exec Board Member 2 Signature and Date	

Please place this form and receipts in PTO Treasurer Folder (in the Harper office) or mail to Danielle Slattery - 1034 Romona Road / Danielle.L.Slattery@gmail.com / 872-227-0628

Treasurer Use Only:

Amount Paid:		Check Date:	
Check No:		Account:	