

# Sappington PTG

## Check Request (Third-Party)

Instructions:

1. Fill out this form.
2. Attach invoice of third-party vendor.
3. If invoice is associated with an event, get event coordinator approval.
4. Turn into Treasurer mailbox in the office OR e-mail this completed form with attached invoice to treasurer.
5. Give the treasurers 1 week to complete and mail payment.

DATE SUBMITTED:	DATE CHECK DUE BY:	
YOUR NAME:		
PHONE: (        )        -	E-MAIL ADDRESS:	
EVENT/PROJECT/BUDGET CATEGORY:	COORDINATOR/PTO OFFICER:	
REASON FOR CHECK:		
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET	OR	<input type="checkbox"/> APPROVED AT MEETING (DATE: ____/____/____)
CHECK PAYABLE TO:		
AMOUNT: <i>(Please attach invoice.)</i>		
ADDRESS OF PAYEE: <i>(Fill in only if there is no address on the invoice.)</i>		

2018-2019 Treasurers: Clementine Hoeing ([clementine19@gmail.com](mailto:clementine19@gmail.com)), Checks and Deposits  
 Dez Vitale ([dezmonv@yahoo.com](mailto:dezmonv@yahoo.com)), Budgets and Financial Statements

*For Treasurer Use Only:*

Check #: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Logged: \_\_\_\_\_