

Holmes School PTO

CHECK REQUEST FOR PAYMENT

***** NOTE: Please attach ALL receipts *****

Date: _____

Requested by: _____

Phone Number: _____

Email: _____

Make Check Payable To/Address: _____

\$ Amount: _____

Name of Committee/Group to be Charged: _____

What Activity the Charge was for: _____

Please Check One: ___ Please mail the check directly to the payee

 ___ Please put check back into Holmes PTO mailbox
(Checks will be placed back into *Treasurer's Check Request Folder*)

Please call Bridget Bepler at 203-807-2553 or email bridget.j.fallon@gmail.com if there are any questions.

(For office use only)

Date check issued: _____

Check Number: _____

Notes: _____