



Fort Belvoir Elementary PTO Check Request

Name: _____
Address: _____

Phone: (____) _____ - _____
Email _____

Date Submitted: _____

Date Needed: _____

Reason/Event: _____

Budget Category: Fundraising Volunteers Communications Membership
 Administrative Support Education Support PTO Operations Other _____

Total Amount Needed: \$ _____

Made out to: _____

Approved by PTO Officer: _____

Date: _____

Total amount received \$ _____

Date: _____

Signature

Treasurer Use Only

Date Received: _____

Check # _____

Date Logged in Treasurer Records: _____