



## Hillside School PTO Vendor Check Request Form

Treasurer: Colleen Burns ([c.a.burns18@gmail.com](mailto:c.a.burns18@gmail.com)) (703)-677-6341

Please attach an original estimate/invoice/contract and submit to treasurer **no later than one week** before the check is required.

Requested by: \_\_\_\_\_ Date requested: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_ Date required: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Name of event/activity/fundraiser: \_\_\_\_\_

Reason/purpose for check: \_\_\_\_\_

Method of return:

- I will pick it up at the next PTO meeting
- Send check directly to vendor/business (Address is above in the 'make check payable to' section)
- Please send it home with my child: \_\_\_\_\_  
Child's name, teacher & grade
- Please mail it to my home: \_\_\_\_\_  
Full mailing address

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FOR USE BY TREASURER

Date received: \_\_\_\_\_ Check #: \_\_\_\_\_

Notes: \_\_\_\_\_