

# Check Request Form

MARY WOODWARD PSO

Committee: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_

E-mail\*: \_\_\_\_\_

If Room Parent, which Classroom: \_\_\_\_\_

*Please note: Generally, checks will be issued using Chase Bank's online Bill Pay system, which mails checks directly to the payee. If you have an urgent check request, a large payment due to you or a check that needs to accompany an invoice or contract a manual check may be issued. Please email*

*[mwpsotreasurer@gmail.com](mailto:mwpsotreasurer@gmail.com) with any questions or for additional help.*

## Payee Information:

Make Check Payable To: \_\_\_\_\_

Mailing Address of Payee: \_\_\_\_\_

Phone Number of Payee: \_\_\_\_\_ E-mail of Payee \_\_\_\_\_

### Itemized expenses:

### Amount

Food:	
Supplies:	
Decorations:	
Other:	
<b>Total</b>	

### ATTACH ALL RECEIPTS/INVOICES

Special Instructions/Committee approval (for requests over \$500):

\_\_\_\_\_

PSO Signature #1 (Required) \_\_\_\_\_

PSO Signature #2 (Required) \_\_\_\_\_

Date Paid: \_\_\_\_\_ Budget Category: \_\_\_\_\_ Check #/Bill Pay Confirm # \_\_\_\_\_