

Hastings PTO Check Request

Date: _____

Person Requesting Check: _____

Date Check Needed: _____

Committee: _____

Description of Request: _____

Please attach receipts.

Check Amount: _____

Make Check Payable to: _____

Mail or leave in office? _____

Address: _____

Treasurer Only

Check No. _____ Amount: \$_____ Date Paid _____