

NATIVITY OF OUR LORD PTO

CHECK REQUEST

DATE: _____

Payable To: _____

Address: _____

Amount: \$ _____ **Mail:** Yes _____ No _____

COMMITTEE: Hospitality _____

Event: _____

Kids Appreciation Day _____

Race for Education _____

Room Mothers _____

Grade/Teacher: _____

Event: _____

Santa Shop _____

Teacher-Classroom Needs _____

Ways and Means _____

Other _____

Please describe expenditure/occasion and attach documentation:

For Treasurer Use:

Check # _____

Date: _____