



Beckman PTO

CHECK REQUEST/EXPENSE REPORT FORM

Please remember to keep an extra copy of each form submitted for your records and as a backup (if needed).

Submitted by: _____ *Date:* _____

Payable To: _____

Address: _____

Submitter Signature: _____

I certify that the foregoing expenses were incurred on behalf of Beckman High School PTO in accordance with its budget by-laws, and with the approval of the Board of the Directors. No part of the foregoing expense have incurred to the benefit of any individual member of the PTO, its officers or directors.

Please attach receipts or other documentation for the items listed below. List each item separately and state the event to which the expense relates

Purpose or Description	(Treasurer Section ONLY)	TOTAL
		\$
		\$
		\$
		\$
TOTAL REQUESTED:		\$

PTO President Approval	Signature	Date

----- *For Treasurer Use Only* -----

Check Date	Check #	Check Amount	Initials