



# PTO Check Request

Please submit this request if you need to have a check issued by PTO directly to a vendor. Please include copies of any invoice and send to Mia Kozak (PTO Treasurer) via email at [mkozak.STLPTO@gmail.com](mailto:mkozak.STLPTO@gmail.com) or place in the PTO Mailbox in the School Office. Scanned copies of all invoices should be attached when submitting a check request via email. Email attachments must be sent as a pdf. *Only complete, accurate requests will be approved.* Please email questions to [pto@stlawrenceparish.com](mailto:pto@stlawrenceparish.com). Please note, as of December 2021 the PTO Treasurer no longer issues checks, they are now issued by the parish office once approvals are obtained.

Requested By: \_\_\_\_\_ Request Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Check Needed By: \_\_\_\_\_

Description of Expense: \_\_\_\_\_

Where Should the Check be Routed Once Issued? \_\_\_\_\_

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

Vendor Address: \_\_\_\_\_

Vendor Tax ID (for transactions over \$600): \_\_\_\_\_

Approved by PTO: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Principal: \_\_\_\_\_ Date: \_\_\_\_\_