



# DESERT CANYON ELEMENTARY PTO

## CHECK REQUEST FORM 2009-2010

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

Name: \_\_\_\_\_

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

Check Made Payable To: \_\_\_\_\_

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

\_\_\_\_\_

Check Amount: \_\_\_\_\_

Reason for Expense: \_\_\_\_\_

Committee to Charge: \_\_\_\_\_

Chairperson's Approval: \_\_\_\_\_

Signature: \_\_\_\_\_

**Note: All check requests must have a receipt attached, no exceptions! Please return completed form to the PTO mailbox in the office.**

**Thank you!!**

\_\_\_\_\_

For Treasurer's Use Only:

Check #: \_\_\_\_\_

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

Amount: \_\_\_\_\_

**Please call Dana Stansbery (480-588-8285) or Jill Summer (480-860-4317) with any questions.**