

Radiant Elementary PTO Check Request Form 2022-2023

Name: _____

Date: _____

Event/Activity/Project: _____

Committee: _____

Amount of Check Request: \$ _____

Itemized Description of Purchases:

*Please fill out one form per vendor.

*Please include itemized invoices specifying all anticipated costs including equipment, labor, shipping/delivery, etc.

*Checks will be disbursed at latest within 10 days of receipt.

Applicant Signature: _____

Check Delivery:

Make Check Payable to: _____

Address for Check Payment to be Mailed to Vendor:

