

Zervas Elementary School PTO

Vendor Check Request Form

Please use this form to request checks for vendors.

Checks should be requested as far in advance as possible for an event.

From: _____

Phone: _____

Committee: _____

Date: _____

Date check(s) needed: _____

Approved: _____

Checks Needed:

Date	
Vendor	
Address	
Amount	
Description	
Should we mail this check or will you deliver?	

Date	
Vendor	
Address	
Amount	
Description	
Should we mail this check or will you deliver?	

ATTACH ORIGINAL INVOICE(S) TO THIS FORM.

To be completed by Treasurer:

Date paid: _____ Amount paid: _____ Check No. _____