

CHECK REQUEST

Tahoma Elementary School PTO
The Cubs' Club

REIMBURSEMENT

INVOICE FOR PAYMENT

Please note that it may take up to 30 days to receive a reimbursement check. If you need it sooner, please contact the Treasurer at treasurer@tahomacubs.org.

Date of Request: _____

Requested by: _____

Phone: _____

Committee	Budget Line Item	Amount Requested
_____	_____	_____
_____	_____	_____
_____	_____	_____

Purpose: _____

Check Payable to: _____

Address: _____

Phone: _____

How do you want the check disbursed?

__ Mail check __ PTO Mail Box __ Phone for pickup

Requestor's signature: _____

Committee Chair Signature _____

Treasurer's Signature: _____ Date: _____

Check Number: _____