



Corron Elementary PTO
Jennifer Kelly - Treasurer
455 Thornwood Way
South Elgin, Illinois 60177

CHECK REQUEST FORM

This form is used to request a reimbursement and/or for non-invoice payments to vendors

PAYABLE TO: _____

ADDRESS: _____

COMMITTEE NAME: _____

DATE OF EXPENSE: _____ **AMOUNT:** _____

DESCRIPTION OF EXPENSE: _____

Reimbursement cannot be made unless receipts with amounts circled are attached to this form. Corron PTO is a tax exempt organization – sales tax paid will not be reimbursed.

REQUESTOR SIGNATURE: _____

Required

Phone Number

COMMITTEE CHAIR SIGNATURE: _____

Required if not the Requestor

Phone Number

NOTE: Checks will be sent to the address as listed above unless otherwise instructed. Checks will NOT be sent home through student's back packs. If you have any questions or if do not receive your check within 2 weeks after your submission, please call/text Jen Kelly at 630-485-0076 or e-mail djkelly756@yahoo.com. THANK YOU!

PTO APPROVAL: _____ **DATE:** _____

ACCOUNT NAME: _____ **CHECK #** _____