

**Pinnacle Peak Elementary School  
PTO Classroom Check Request Form**

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

Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Reason for Request/Additional Instructions:

**Deduct amount from the following funds:**

CLASSROOM FUND	AMOUNT	EXPLANATION/COMMENTS
Classroom Funds (parties, activities)	\$	
Classroom Field Trips	\$	Trip Destination:
Other	\$	
<b>TOTAL (should equal amount requested above)</b>	<b>\$</b>	

Room Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Receipts and signatures required for payment or reimbursement.***

*All requests received by 9 a.m. on Friday, will be paid the following Friday by 9 a.m.  
Questions??? Email Andrea Smith, PTO School Treasurer at [scottandandrea@cox.net](mailto:scottandandrea@cox.net).*

SCHOOL TREASURER USE ONLY:

CHECK #: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

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