

Pinnacle Peak Elementary School  
PTO Check Request

Name of Person Submitting: \_\_\_\_\_

Date: \_\_\_\_\_ Amount of Request: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Please circle the appropriate account below. If more than one account is used, please allocate the total by writing amounts next to the account name. The total of all amounts should equal the amount of the check request.

<u>FUNDRAISING:</u> Birthday Book Club Book Fair Box Tops Directory Fall Festival Fall Fund Raiser Family Bingo Night Family Dinner Night Membership Scrip Spiritwear Spring Fundraising Yearbook	<u>PTO EXPENDITURES:</u> Art Masterpiece Back to School Character/Bullying Program Facilities Field Day Grand Canyon Trekkers Hospitality-Event Nurse/First Aid Principal's Account Scholarship Web Development Other: _____  Mini-Grant
<u>BUSINESS:</u> Office Supplies Other: _____	<u>SPECIAL PROJECTS:</u> Accelerated Reader Community Relations Emergency Bins Playground Equipment Staff Development Sunshine Committee
<u>TEACHER FUND:</u> Name: _____ Grade: _____	

All requests (other than teacher fund) must have an approval signature from the committee lead or board member. If you have any questions, please email the VP Finance at [pinnaclepeakptotreasurer@gmail.com](mailto:pinnaclepeakptotreasurer@gmail.com). Thank you.

Additional Information: \_\_\_\_\_

Submitting Person Signature: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

**Receipts must be attached.**

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