



**Mountainside NJ PTO
Check Request Form**

Instructions: Please be sure to complete this form in its entirety.

1. All requests must have original receipts stapled to this form.
2. Mountainside NJ PTO is a sales tax exempt organization. Please use the sale tax exempt form when possible.
3. Submit your request within 30 days of the incurred expense and allow 7-10 days for processing.
4. Provide details in the "Brief Explanation of Invoices/Receipts" section.
5. Please drop off your check request form along with all documentation to the PTO mailbox in the schools' main offices.

Date: _____

Make check payable to:

Name: _____ **Amount: \$** _____

Address: _____

PTO Committee/Event: _____

Brief Explanation of Invoices/Receipts: _____

Contact Information:

Print Your Name: _____

Phone Number: _____

Your Signature: _____

For Treasurer's Use Only

Date Paid: _____ **Check No.:** _____ **Amount:** _____