



**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:** \_\_\_\_\_

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**For Treasurer’s Use Only**

**Date Paid:** \_\_\_\_\_ **Check No.:** \_\_\_\_\_ **Amount:** \_\_\_\_\_