

Willow Lane PTO  
Check & Reimbursement Request Form

Date \_\_\_\_\_

Requested By \_\_\_\_\_

Phone # \_\_\_\_\_

e-mail \_\_\_\_\_

Event / Description \_\_\_\_\_

Check Payable To \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date Needed \_\_\_\_\_

Please choose how you would like to receive the check

- Pick up from secretary in the office
- Mail to my home (please include self-addressed, stamped envelope)
- Send home with student (please list name of student, teacher name and room number and if you want to be notified when the check is sent home)

Name \_\_\_\_\_ e-mail \_\_\_\_\_

Other \_\_\_\_\_

Please staple all receipts to this form and place in the PTO mailbox.

Questions?

Contact Tawan Turnquest at [teturnquest@gmail.com](mailto:teturnquest@gmail.com)