

Check request form to pay vendor

SILVER SPRING ELEMENTARY PTO

- Receipt (s) or a vendor contract covering the total amount requested must be attached.
- Remember to use Silver Spring Elementary PTO tax exempt status to purchase items tax free whenever practical.
- Questions? Check the PTO monetary policies and procedures or email Kelly Trump at sseptotreasurer19@yahoo.com.

Your Name:	Email:
Check is paying for:	
Budget Category:	
Date Requested:	Date Needed:
Check payable to:	Amount Requesting:

Select Delivery Method:

- Pick up Check in Silver Spring Elementary office
- Mail check to vendor: _____

For PTO officer use only

Approved by (PTO officer)	Date:
Approved by (PTO officer)	Date:

For Treasurer's use Budget Category: _____ Check # _____ logged