

**TURPIN HIGH SCHOOL PTO  
CHECK REQUEST**

Date: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Funds should be allocated to: \_\_\_\_\_

Purpose: List item(s) **RECEIPTS MUST BE ATTACHED**  
(Please attach 2 copies of receipts if 1 must be returned with vendor payment)

EVENT: \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Your Name: \_\_\_\_\_

Are you a teacher, parent or other: \_\_\_\_\_

Phone: \_\_\_\_\_

(If you would like check mailed directly to your home, please attach a self-addressed, stamped envelope.)

**The PTO is exempt from sales tax. Please use the sales tax exemption form. Any sales tax will not be reimbursed.**

Submit to Andrea Flora, 7461 Pinehurst Drive, 45244 or put in the green folder in the PTO mailbox.

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For Treasurer Use:

Paid by Check # \_\_\_\_\_ Date: \_\_\_\_\_

Account/Committee: \_\_\_\_\_