



MEDLOCK BRIDGE
ELEMENTARY

PTO

MBES Parent Teacher Organization

10215 Medlock Bridge Parkway
Johns Creek, Georgia 30022

Our Mission is to Educate and Inspire all students to be lifelong learners

CHECK REQUEST FORM

Section I (To be completed by the requestor)

- Attach receipts or invoices to this form.
- Obtain **approval/signature** from the Vice President for your committee (signature on the "VP Approval" line below) before putting this form in the Treasurer's box. Your check will be placed in the mail folder in the PTO office at the school.

Date _____ Requestor Signature _____

Budget Category _____ Amount \$ _____

Check Payable To _____

Description of what was purchased _____

VP Approval (signature) _____

Section II (To be completed by the Treasurer)

PTO President Approval _____

Paid: Check# _____

Check Date _____

Date Entered _____