

# Highcrest Middle School PTO

# Check Request

# 2008-2009

NOTE: PTO PURCHASES ARE TAX EXEMPT. Please use the Sales Tax Letter when purchasing for the PTO.  
Sales Tax is not reimbursable and will be considered a donation to the Highcrest Middle School PTO.

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DESCRIPTION/PURPOSE: \_\_\_\_\_

\_\_\_\_\_

PURCHASED/REQUESTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHECK PAYABLE TO: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DELIVERY METHOD: U.S. MAIL \_\_\_\_\_ (see note below!) HMS \_\_\_\_\_ OTHER \_\_\_\_\_

CHARGE TO: Committee: \_\_\_\_\_

APPROVAL: Signature \_\_\_\_\_ Date: \_\_\_\_\_

SEND TO: Rachel Lee, 2008-2009 Highcrest PTO Treasurer  
2517 Greenwood Ave., Wilmette, IL 60091  
847-251-8815 or email RLEELEE@SBCGLOBAL.NET

Treasurer Use Only: Check # \_\_\_\_\_  
Date: \_\_\_\_\_  
Charged to: \_\_\_\_\_

**Please Attach All Receipts or Invoices. Include a Self-Addressed Stamped Envelope if Check is to be Delivered by Mail.  
Thank You.**