

**HUBBARD WOODS SCHOOL PTO
CHECK REQUEST FORM**

Please complete the following information and place this form with all invoices/ receipts in the Treasurer's Folder in the PTO file cabinet in the front office at school. **Please note that tax cannot be reimbursed.**

Check Payable To: _____

Total Amount *(If total does not match receipts, please explain below in comments)*: \$ _____

Description of Purchase: _____

Committee to Expense To: _____

Comments: (Please note if check is to be delivered to address other than Payee or not to be mailed.)

