

**PTO CHECK REQUEST**  
**ST. LOUIS CATHOLIC SCHOOL**

Make check payable to: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

<u>Account Code</u>	<u>Description</u>	<u>Amount</u>

Total: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
PTO Treasurer

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal (Kathleen McNutt)

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

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_