

Club/Organization Check Request

Your Name	Phone Number
Make Check Payable to (if not printed on bill attached)	Amount
Address of Payee (if not printed on bill attached)	
Club/Organization/Project	
Date needed	
Approved by Committee Chair/Cohort Lead/Dean	Date

Please attach bill/invoice/receipt to this form. Energy Institute H.S. PTO will distribute check/reimbursement.

For Energy Institute High School PTO use only:

Accepted by Treasurer	Date
Check Number	Date
Budget Category	