

St. Mary's School PTU CHECK REQUEST

Request Date: _____ Requested by: _____

Amount Requested: _____ Required Payment Date: _____

Pay to: _____

Address: _____

City, State, Zip: _____

Reason for Payment:



Requests can be submitted via the email: stmaryptu@yahoo.com or sent in to the school in a sealed envelope addressed to the attention of PTU. All receipts/invoices need to accompany this form. Checks will be issued only when receipts/invoices have been provided. If you have any questions or concerns regarding this process send them to the PTU email provided above.

PTU Approval: _____

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