

**Highcrest Middle School PTO  
Check Request Form**

**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:**

Rhona DiCamillo, Highcrest PTO Treasurer  
750 12<sup>th</sup> Street, Wilmette, IL 60091

Questions? Contact Rhona at [rkd@dg-cg.com](mailto:rkd@dg-cg.com).

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

**Thank You.**

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