

Highcrest Middle School PTO

Check Request 2009-10

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:

Cliff Ruemmler, 2009-2010 Highcrest PTO Treasurer
2121 Schiller, Wilmette, IL 60091
Questions? Contact Cliff at 847-853-9344 or email cliff.ruemmler@gmail.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: _____