

Gayton Elementary School



everychild.one voice.

CHECK REQUEST FORM

Requested By: _____

Date: _____

Phone number: _____

Email Address: _____

Check To Be Made Payable To: _____

Amount of Request: _____

Budget Category to Be Charged: _____

Purpose of Expenditure: _____

Check is to be:

Mailed

Address check is to be mailed to: _____

Picked up @ the Treasurer's house. I will email you when it is ready.
(Melissa Mayhew, 2169 Kelly Ridge Rd.)

Returned to School

Signature of Requestor: _____

All receipts or invoices must be attached

Submit form and supporting documentation to Treasurer's Folder in the Gayton Office

Only items approved in the budget will be reimbursed

Questions? Contact Melissa Mayhew email: mmyhw@comcast.net or phone: 364-9181

Treasurer's Use

Date Check Issued: _____

Check # _____

Date check sent _____

Treasurer Initials _____