

Request for Check
(Payable by Merriam School Community Fund)

Parent and community volunteers, members of the Merriam PTO, school staff and faculty requesting payment for reimbursable expenses associated with PTO sponsored activities should complete a copy of this form and return it to the treasurer along with receipts. A paper copy may be left in the treasurer's mailbox at the Merriam School Office, or it can be e-mailed to ss.stein@verizon.net. Please contact Shirlee Stein with any questions (617-680-4260).

Today's Date:	
Payment Requested by: Name of the person/entity requesting payment	
Amount Requested:	\$
Check Payable to: Name of person, company or entity to whom the check should be made payable if different from above.	
Payment for: Brief description of the expense. Include the name of the event and/or sponsoring committee if known. (Examples: Catering for school auction; Refreshments for 6th grade graduation; Speaker's fee/Cultural Enrichment Committee etc.)	
Mailing Address: Checks will be delivered via U.S. Postal Service unless other arrangements are made with the treasurer.	
Receipt: Please attach (tape or staple) receipts to this form or deposit in treasurer's mailbox at Merriam School Office.	