

WES PTO CHECK REQUEST FORM

Please attach applicable receipts and send to Fran Yan at franyan@gmail.com or
Allison Collings at allisoncollings@gmail.com

Request Date: _____ Check Amount \$ _____

Vendor/Individual Payee Name: _____

Vendor/Individual Payee Address: _____

Please fill in amount next to Fundraising Activity or Other Activity:

We Love WES Walk	\$	5th Grade Oct Event	\$	Dimensions in Math	\$
Membership Directory	\$	Field Trips	\$	WES Scholarship	\$
Fall Book Fair	\$	5th Grade Class Trips	\$	Publicity	\$
May Day	\$	Teacher's Halloween	\$	Giving Project	\$
Spring Book Sale	\$	Visiting Authors	\$	Grounds and Greens	\$
Pancake Day	\$	Library	\$	Health	\$
Mums Sale	\$	PTO Sunshine Fund	\$	WES Sustainability	\$
Box Tops	\$	5 th Grade Graduation	\$	New Parent Reps	\$
Bingo Night	\$	Artist in Residence	\$	Cultural Arts	\$
Spring Fundraiser	\$	Dimensions in Science	\$	Foreign Language Club	\$
School Spirit Sale	\$	Staff Appreciation	\$	Kindergarten	\$
School Kidz Supplies	\$	Secret Workshop	\$	Swarthmore Pizza	\$
Iron Hill	\$	PTO Admin	\$	Rita's	\$
Oasis	\$	Citizenship	\$	E. Milgrim Scholarship	\$

Other Activity Not Listed Above:

Please provide a brief explanation for this request.

Requestor

Signature: _____ Date: _____