

**St. Charles (Circle One) PTO / Athletic Commission / Fish N' Chips**  
**Check Request Form**

SUBMITTED BY: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE SUBMITTED: \_\_\_ / \_\_\_ / \_\_\_\_\_

EXPLANATION OF EXPENSE:

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CHECK AMOUNT: \$\_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

STUDENT HOMEROOM TEACHER/ROOM # (if ok to send check with student): \_\_\_\_\_

FULL ADDRESS (if mailing check):

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**Please submit this form along with invoice(s)/receipt(s) as supporting documentation to one of the following emails.**

**PTO Treasurer – Samantha Mehrwerth – [smehrwerth@summitqwest.com](mailto:smehrwerth@summitqwest.com)**  
**Athletic Commission Treasurer – Jeff Rider – [riderjj@hotmail.com](mailto:riderjj@hotmail.com)**  
**Parish Bookkeeper – Debbie Stewart – [dstewart@stcharles-kettering.org](mailto:dstewart@stcharles-kettering.org)**

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