

Check Request Form

Completed form *with supporting documentation* (invoice(s)/receipt(s)) securely attached should be sent to Debbie Stewart, St. Charles Parish Bookkeeper.

SUBMITTED BY: _____ DATE SUBMITTED: ___ / ___ / ___

PHONE: (____) ____ - _____ EMAIL: _____

AMOUNT: \$ _____

WHICH BUDGET WILL PAY FOR THIS EXPENSE?

PTO ATHLETIC COMMISSION FISH N' CHIPS

SCHOOL PARISH

MUSIC LIBRARY OTHER: _____

EXPLANATION OF EXPENSE:

CHECK PAYABLE TO: _____

SEND VIA STUDENT: _____ TEACHER/RM #: _____

FULL ADDRESS (if mailing check):

PTO questions? Treasurer: Yvette Yuhasz, jyhome4@gmail.com

Athletic Commission questions? Treasurer: Angie Petrovic, apetrovic1@udayton.edu

St Charles Borromeo Parish – 4500 Ackerman Blvd; Kettering OH 45429
Debbie Stewart: dstewart@stcharles-kettering.org or 937-434-6081 x1222