

**NIXON PTO TREASURY**  
**Request for Check(s)**  
(Please Print)

I would like to request a check in the amount of \$ \_\_\_\_\_

The check should be made payable to: \_\_\_\_\_

Check should be charged against PTO account entitled: \_\_\_\_\_  
(see attached list)

The check should be delivered/ mailed to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

This charge is for: \_\_\_\_\_

This charge has been approved by: \_\_\_\_\_  
(Committee chair/Principal approval)

I need the check by: \_\_\_\_\_  
(Date)

This charge is being requested by: \_\_\_\_\_  
(Please print your name and phone #)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach all receipts and/or invoices to this request and return to the Treasurer's Mailbox in the PTO Corner or mail to:**

Dianne Brown  
24 Ironworks Road  
Sudbury, MA 01776

TREASURER'S USE ONLY

Paid: Date \_\_\_\_\_

Check # \_\_\_\_\_

## General John Nixon PTO Accounts

ADMINISTRATION	GIFT OF KNOWLEDGE
AESTHETICS	GIFT WRAP
ASSIGNMENT BOOKS	GRANTS
AUTHOR- IN - RESIDENCE	HOSPITALITY
BINGO NIGHT	LIBRARY
COFFEE POND PRODUCTIONS	LOGO WEAR
COMMUNICATIONS/ GAZETTE	METCO
COMMUNITY SERVICE	MONSTER MASH
COMPUTER	NEW FAMILY LIAISON
CURRICULUM NIGHT	OTHER PARENT ED
CRAFT CONNECTION	PLAYGROUND
DIRECT APPEAL	PRESIDENT'S FUND
DIRECTORY	PRINCIPAL'S DONATION
DISTRIBUTION/COPY/PIP	PRINCIPAL'S FUND
EDUCATIONAL ENRICHMENT	PUBLICITY
FALL BOOK FAIR	SCHOOL GIFTS
FAMILY PHOTO DAY	SCHOOL PICNIC
FESTIVALS	SCHOOL STORE
FIELD TRIPS/ SCHOLARSHIPS	SCIENCE
FIFTH GRADE EVENTS/ GIFTS	SPRING BOOK FAIR
GARDENING	TEACHER'S FUND
GENERAL FUNDS	VIDEO YEARBOOK
GENERAL JOHN'S MARCH	YEARBOOK
GEOGRAPHY EXPEDITION	