



**IRONIA ELEMENTARY SCHOOL PTO**  
303 Dover Chester Road • Randolph, NJ 07869



## Ironia PTO Check Request

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

Requested by: \_\_\_\_\_

Amount: \_\_\_\_\_

\*Please do NOT include sales tax. The Ironia PTO is a recognized 501(c)(3) charitable organization; therefore, it is exempt from sales tax.

Check Payable to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee: \_\_\_\_\_

Reason for Check: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

PTO President Signature: \_\_\_\_\_

\*All check requests must be pre-approved by Ironia PTO President prior to submitting. Email approval is acceptable.

The check request voucher must be submitted to the Treasurer **15** days prior to the date needed. Please include all back-up information with this request.

**Requests can be submitted electronically to the email below or can be sent in to school in an envelope labeled: “Ironia PTO Treasurer”**

If you have questions, please contact Maureen Rockaway at [ironiaptotreasury@gmail.com](mailto:ironiaptotreasury@gmail.com)

updated: 09/17/23