

CONGRESS PARK PTO CHECK REQUEST

Date requested: _____

Date needed by: _____

Amount: _____

Payable to: _____

Address: _____

Requested by: _____

Committee or budget line: _____

Reason for request: _____

**Please attach all support documentation (receipts) behind this form.
Any questions, please contact the PTO Treasurer: **Kristi McIntyre**
773-410-1833 and/or kjensen1975@gmail.com.**

For internal use only – do not complete

Date Paid:	Check #:	Amount:
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