

Dover PTO Check Request

Name: _____ Date Requested: _____

Contact (Phone/email): _____ Date Needed: _____

Check handling (complete one):

Put in _____ mailbox

Mail to _____ (provide address)

Other _____

Attach receipts, invoices contracts or other supporting documents.

Questions: contact Jennifer Friesen, Treasurer at 774.893.4040 or [Jennifer L. Friesen@comcast.net](mailto:Jennifer.L.Friesen@comcast.net)

Payee	Budget Category	Date	Amount	Description	In Budget (Y/N)
Total Amount					

