



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 Jen Begraft at ironiaptotreasury@gmail.com.

updated: 10/01/22