

# PTA REIMBURSEMENT, CHECK REQUEST, DEBIT CARD REQUEST FORM



**Form Instructions:** Please complete the below information, attach your receipts (if applicable) or wish list justification, and return the completed form to the **PTA Treasurer** file in the mailroom.

*NO EXPENSES WILL BE REIMBURSED WITHOUT ATTACHED RECEIPTS.  
If submitting multiple receipts, please attach to a separate sheet of paper.*

**\*\*\*We are unable to reimburse for sales tax.\*\*\* Please provide vendors with the sales tax exempt form located on [www.o-henrypta.org](http://www.o-henrypta.org) under the PTA/Forms tab.**

As a general rule, checks are processed bi-monthly around the 15th & 30th. If you need this sooner, please email the Treasurer at the information below. Please remember, 1-3 day turn arounds are challenging.

I want to:  Be reimbursed for a purchase I made, complete section A, B, C & D.

PTA Treasurer to make the purchase for me on the PTA Debit Card, complete section B, C & D.

A. If Reimbursement, Make Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

B. Please complete the following payment information and attach additional documentation if necessary.

Invoice Date	Vendor	Brief Description of Expense	Amount	Budget Account
		<b>Total (Please include total amount from attached receipts)</b>		

C. Vendor Information (optional):

Please complete the following information if you would like the payment to be sent directly to the vendor.

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

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

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Tax ID # / Social Security # (required for Services): \_\_\_\_\_

D. **Requested by:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Required Signatures:**

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

if you are a Teacher, you need approval from the Principal - If you are on PTA, you need Committee Chair or Officer

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

Incomplete forms will be returned and could result in delay of payment. Questions? Contact Laura Ihrig at [lauraihrig@icloud.com](mailto:lauraihrig@icloud.com) or 512-968-4739.

<i>PTA Treasury Team Use Only:</i>		
Disbursements: Date Rec'd: _____	Check #: _____	Check Date: _____
Treasurer: Check Amt: _____ Date Pmt Mailed / Delivered (circle one): _____		