

# O. Henry Middle School PTA CHECK REQUEST FORM

## REIMBURSEMENT                      DISBURSEMENT



- Attach all Receipts for a REIMBURSEMENT
- Attach a Vendor Invoice for a DISBURSEMENT
- Sales Tax CANNOT be reimbursed (go to [www.ohenrypta.org](http://www.ohenrypta.org) under PTA/Forms tab for the tax exempt form)

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

Make Check Payable To: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I would like my check:    Snail-Mailed    Teacher In box    PTA Folder/I will pick up    Text me for arrangements

Staff Expense:                      Staff Supply Stipend                      Departmental Expense    Other: \_\_\_\_\_

PTA Expense Committee: \_\_\_\_\_ Other: \_\_\_\_\_

Receipt Date	Vendor Name on Receipt	What is it? Or what PTA event is this for?	Amount (no tax)	Department (for teacher's) PTA Committee (for Parents)

**Total (no tax):** \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Approval:** Teachers, please have the Principal sign for approval. Parents, please have a committee chair or Board Officer sign for approval.

Approval Signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

**Questions? Contact Treasurer Lauren Whelan at [ohms.pta.treasurer@gmail.com](mailto:ohms.pta.treasurer@gmail.com) or call/text 512.497.2967**