

# 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  Department 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 Approval: \_\_\_\_\_

Questions? Contact Treasurer Natalie Maloney at [ohms.pta.treasurer@gmail.com](mailto:ohms.pta.treasurer@gmail.com) or call/text 512.626.1626