

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 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 Laura Pigford at ohms.pta.treasurer@gmail.com.