

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. The OHMS tax exemption form is available at <http://ohenrypta.org/tax>

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 the Treasurer at ohms.pta.treasurer@gmail.com