



MIDDLE SCHOOL PTSA CHECK REQUEST FORM

Date submitted: _____

Person Requesting Check: _____

Telephone Number: _____ E-mail: _____

Purpose: _____

Budget Category: _____

Check Amount: \$ _____

Check Payable To: _____

Address*: _____

**All checks will be returned to the requestor.*

- NC PTA Bylaws require that receipts must be submitted for items purchased for PTA use. All reimbursement requests must include receipts, order-forms, etc. If you purchased items not for PTA use on the same receipt, please highlight the PTA items and calculate the sales tax for the items. Please note that sales tax is different for food items than it is for supplies.
- In order for the PTA to recoup sales tax, all checks must issued by the PTA and payable directly to the vendor.
- Place the check request form in the PTSA box for approval.
- ***No disbursements will be made that exceed the budget amount for your committee.***

Authorized by (PTA President or VP):

Date:

Treasurer's Use		
Received:	Check #:	Date Check Issued: