

Carroll Middle School PTA CHECK/EXPENSE REQUEST FORM

This form is to be used only for the authorized expenditures of the PTA and its committees and all such expenditures must be within the budget guidelines.

DATE: _____

REQUESTED BY/

CHECK PAYABLE TO: _____

DELIVER CHECK _____
TO SCHOOL PTA MAILBOX

OR

MAIL CHECK TO THE FOLLOWING ADDRESS:

**TOTAL AMOUNT
REQUESTED \$** _____

Receipt: Store Name	Amount Before Sales Tax	Sales Tax (only)	Total to be Reimbursed (includes sales tax)

PURPOSE OF REQUEST: _____

AUTHORIZED BY:

Signature

Treasurer/Officer Signature

FOR TREASURER'S USE:

CHECK #: _____ AMOUNT PAID: _____ DATE PAID: _____ BUDGET LINE ITEM(s): _____

RECONCILED WITH BANK STATEMENT BY _____ DATE: _____

Directions:

- * Attach **original** receipt, order form or invoice and highlight or circle eligible purchases. Carroll PTA will pay Original invoices directly to the vendor. We are tax exempt and can provide our tax exempt # for invoicing.
- * Submit forms & attachments to PTA Treasurer's box for approval and reimbursement. Two Approvals Required.