

<i>Office Use</i> This expense is approved by: _____ <i>Original Approved Budget</i> _____ <i>Budget Amendment Dated</i> _____ _____ <i>Plan of Work Approved on</i> _____	<i>Check No.</i> _____ <i>Paid By:</i> _____ <i>Date Paid:</i> _____ <i>Posted:</i> _____
--	--

McAuliffe PTA Check Request Form
 Christine Gilberti, Treasurer 972-966-0860(h)

Date: _____

Submitted by: _____ **Phone:** _____

PTA Position: _____

Payee: _____

Budget Placement	Place Purchased	Item	Pre-tax cost

Check Amount: \$ _____

Special Instructions:

INSTRUCTIONS: Attach itemized receipt(s) or invoices to this form. Checks will not be processed without proper receipts or invoices. Sales tax will only be reimbursed when paid at Sam’s Club. For all other vendors, use a TAX EXEMPTION CERTIFICATE, found in the Treasurer’s folder.

CHECK REQUEST PROCESSING: Turn in by **Wednesday at 3:00pm** and your check will be in the blue Treasurer folder by **Friday at 3:00pm**. PTA checks require two board member signatures, so please submit requests based on this schedule to avoid unnecessary interruption to volunteers’ personal time.