

Silver Mesa Elementary PTA Check Request Form

Place of Purchase	Expense Items/Budget Category	Pre Tax Amount	Tax	Total
	Please subtotal all columns	Subtotal—	\$	\$
	Grand Total—		\$	

Note: Please include receipts with PTA expenses only. IRS rules require us to only accept receipts with PTA expenses only. We cannot accept receipts with mixed expenses (ie. personal and pta)

Date: _____ Event/Committee: _____

Requested by: _____

Address: _____

City: _____ State: _____

Phone: _____ Email: _____

PLEASE ATTACH ALL RECEIPTS and place in the COMPLETED REQUESTS pocket in the PTA file box located in the PTA mailbox in the office. Please keep a copy of this form and of the receipts for your records (please turn in original receipts attach them to this request form). Reimbursements will be made within 10 to 14 school days of the request, if the form is filled out correctly and all receipts are attached. If you need to be reimbursed before then, please contact the treasurer.

For Treasurer Use Only			
Check #	Amount \$	Check Date	Recorded Date
President		Treasurer	