

# GORZYCKI MIDDLE SCHOOL PTA CHECK REQUEST

(For reimbursement or disbursement)

Please complete information below, attach invoice or receipt, and place in Treasurer's folder in PTA mailbox. All items purchased for the PTA are exempt from sales tax. Reimbursement of sales tax is prohibited.

**Your Name:** \_\_\_\_\_

**Make Check Payable to:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Date Needed:** \_\_\_\_\_

**Budget Account(s) to be charged:** \_\_\_\_\_

(If more than one account is to be charged, please identify with corresponding amounts)

| ITEM | PLACE OF PURCHASE | AMOUNT |
|------|-------------------|--------|
|      |                   |        |
|      |                   |        |
|      |                   |        |
|      |                   |        |
|      |                   |        |

**Total:** \$ \_\_\_\_\_

**Notes:**

President approval: \_\_\_\_\_

Treasurer Only:

Invoice Rec'd: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount: \_\_\_\_\_