

Gorzycki Middle School PTA Funds Request Form

Debit Card Use _____

Check Request _____

Check # _____

PAYEE SUMMARY

Payable to _____

Date Requested _____

Address _____

Phone _____

Requestor _____

Date Needed _____

Budget Category(s) to be Charged & Corresponding Amount(s)

Budget Category	Amount	Budget Category	Amount
	\$		\$
	\$		\$

PURCHASE SUMMARY

Item Purchased	Place of Purchase	Amount
		\$
		\$
		\$
		\$
		\$
TOTAL		\$

Receipts and/or invoices must be attached. A sales tax exemption form should be used when feasible.

CHECK DELIVERY INFORMATION

Please indicate where you would like this check sent or how you would like to receive it:	
---	--

APPROVALS

Committee Chair's Signature _____ Date _____

Treasurer's Signature _____ Date _____

FOR TREASURER'S USE ONLY

Receipt/Invoice Date		Date Paid	
Date Received		Payment Method	
Plan of Work/Motion		Total Payment	\$

Gorzycki PTA - spending funds

Please use the above form when paying PTA bills.

Our preference is that you let the PTA pay the vendors directly. Sometimes it is more efficient if you purchase supplies, etc. yourself and request a reimbursement check using the above form. A couple of notes - Texas PTA doesn't allow reimbursement of sales tax. If possible, use the sales tax exempt form or if that is too difficult, then you will need to deduct the sales tax before requesting reimbursement.

If time is of the essence and you need to use the PTA debit card, you need to complete and submit the form for approval PRIOR to the expenditure. At this point, only Adrienne will have a debit card so you will need to coordinate payment with her. The same rules apply for sales tax.

I know everyone is super busy but if we can submit our forms for reimbursement on at least a monthly basis. It helps us monitor our spending and stay within the budget.

On the form, please complete the Budget Category section AND the Purchase summary section.

Please email the form and receipts to me at treasurer@tigerpta.org or just directly to me at pophinw@gmail.com. I will get the check to you asap.