

GLEN OAK PTO

Check Request Form

Please read the instructions on the back.

Part 1: Request Information

Appropriate documentation (i.e. receipts, invoice, contract, etc.) must be attached for request to be processed. Multiple receipts for one category may be submitted. Use a separate sheet for each budget category.

Date: _____ Date Check Needed: _____

Your Name: _____ Phone: _____

Payable To: _____ Amount: _____

PTO IS TAX EXEMPT. WE CANNOT REIMBURSE FOR SALES TAX.

Check to be: Hand delivered Left in mailbox at school

(select one) Mailed (please attach addressed envelope)

Sent home with child - please indicate child's name

& teacher: _____

Description (e.g. tin pans for Pioneer Days tin punching):

Part 2: Purchase Details (to be completed by Treasurer)

Purchase Approved by: _____ Date: _____

Check Amount: _____ Check #: _____ Date Sent: _____

Budget Category: _____

Approved at PTO Meeting: Executive/General Date: _____

Documentation Attached: There **MUST** be at least one of the following:

Receipt Invoice Packing Slip Contract Other (describe):

When filling out the Check Request form:

1. Please fill out form as completely as possible.
2. Please make sure that, if you need your reimbursement ASAP, you e-mail or call the Treasurer. Our Treasurer is not available at the school on a daily basis but does check her mail regularly. Arrangements can be made in the case of an emergency.
3. Please indicate how you would prefer your check to be delivered. In an attempt to keep the supply budget down, we would prefer not to mail out checks via US mail unless it is completely necessary.
4. Please make sure to indicate what you are purchasing and for what purpose. This will help us to track future expenses.
5. Please attach all receipts, invoices, and necessary information with your request. **Receipts are required in order to process your reimbursement.** If you have any questions or concerns, please feel free to contact the Treasurer.
6. Please note our status as an organization is **TAX EXEMPT.** If it is possible for you to get a receipt without tax, please do so. **WE DO NOT REIMBURSE SALES TAX.**
7. Once received, if there are any discrepancies (i.e. total does not match, tax calculations), you will be notified prior to the check being issued.
8. Checks will be issued in a timely manner. If you feel at any time that this is not the case, please contact the PTO president or school Principal with your concerns.
9. **Please turn in receipts for reimbursements within the month the purchase is made. If the reimbursement form is not submitted in a timely manner, you run the risk of not being reimbursed. All reimbursements need to be posted to our account by July 1st (for tax purposes).**

Contact info:

Kathy Steinmetz-PTO Treasurer-2009-2010 School year

Home: 740-549-6233

E-mail: gksteinmetz@insight.rr.com

08/26/09