

# Anderson High School PTSA Check Payment Request

To be reimbursed promptly remember that:

- ✓ Check payment requests **MUST have a receipt**, invoice, or proof of payment attached to this form. **NO EXCEPTIONS.**
- ✓ **NOTE:** Sales tax will **NOT** be paid or reimbursed as PTSA is exempt from sales tax. Advise the vendor of this at the time of sale. If necessary, complete a sales tax exemption form (available at [andersononline.org](http://andersononline.org)) and present it to the vendor when making PTSA purchases.
- ✓ Submit request within **2 weeks** of the date the expenditure is made or it may not be processed.
- ✓ All PTSA checks written require **two** signatures, so last minute requests may be difficult to fulfill. Please plan ahead.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested by \_\_\_\_\_ Phone \_\_\_\_\_

Name of Payee \_\_\_\_\_ Phone \_\_\_\_\_

Address of Payee \_\_\_\_\_  
Street City State Zip Code

Budget category to debit this expense from: \_\_\_\_\_

Purpose of Expenditure	Vendor	Amount
		.
		.
		.
		.
	<b>Total amount of check</b>	<b>\$ .</b>

\_\_\_\_\_  
 Signature of requestor Date  
**(Required)**

\_\_\_\_\_  
 Signature of Committee Chairperson Date  
**(Required if different than requestor)**

Please send this form and supporting documentation via mail or email to:  
**Julie Choyce, 4207 North Hills Drive, Austin TX 78731, [andersonhstreasurer@gmail.com](mailto:andersonhstreasurer@gmail.com)**

Disburse check as follows (please check one):

- Take check to next PTSA meeting
- Call or e-mail me to pick-up \_\_\_\_\_ (e-mail or phone #)
- Mail check to payee at address listed above
- Other \_\_\_\_\_