

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) 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
		.
		.
		.
		.
	Total amount of check	\$.

 Signature of requestor Date
(Required)

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

Please leave this form and supporting documentation in the PTSA box in the front office or mail to:
 Holly Munin, 4105 N. Hills Dr., Austin, Texas 78731. andersonhstreasurer@gmail.com. (512) 705-1659.

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 _____