

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 send this form and supporting documentation via mail or email to:
Krista Saeger, 4105 Circletree Loop, Austin TX 78731, 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 _____