

**SALT BROOK SCHOOL PTA
CHECK REQUEST FORM**

Requested by: _____

Date: _____

Budget Category: _____

Reason for check: Vendor Payment
 Reimbursement
 Other (please indicate) _____

<u>Vendor</u>	<u>Item</u>	<u>Total Cost</u>

Total \$ of Check Requested: \$ -

Payable to: _____

Delivery method: Mail to vendor
 Salt Brook Main Office
 Drop off

Required date: _____

Signature PTA Committee Chair: _____

Signature PTA Board Officer: _____

PTA Checking Account: Main Account
 Fundraising Account
 6th Grade Account

Check Number: _____

Entered into Quicken

**** The Salt Brook School PTA is a tax-exempt organization. Please download the tax exempt form available on the PTA website prior to purchase! Contact the PTA Treasurer/President for the Salt Brook School tax exempt code, which must be entered in the upper right hand corner of the form.**

**** Reimbursement forms may be filed electronically via email or placed in the PTA Box in the main office. Place all forms and receipts in an envelope labeled "PTA Treasurer". Approximately 7 days are required to process your request.**

**** Signatures and original receipts are required before any reimbursement check will be distributed.**