

# Check Request Form - Russell Lee PTA

**INSTRUCTIONS:**

- Complete the top portion of this request form, attach receipts or invoices.
- Transmit the form to the PTA Treasurer - there are two options:
  - Leave completed form in the PTA mailbox in the school's front office, or
  - Scan the completed form and attachments and send them as a PDF to [treasurer@russelleepta.org](mailto:treasurer@russelleepta.org). iPhones can scan documents and save them as PDFs using the iOS "Files" app. Android devices can scan documents and save them as PDFs using Google Drive.
- All disbursements of PTA funds must be budgeted and approved by the PTA President or the appropriate committee Chair.
- The PTA does not reimburse sales tax. Any sales tax claimed will be automatically removed from the total without further communication from the Treasurer.
  - Use the "Lee PTA TX Sales and Use Tax Exemption Certificate" when purchasing to avoid paying sales tax. This form can be downloaded at <https://www.russelleepta.org/forms>.
- If the check request is payment for a service rendered by an individual or a business, please ask the vendor to provide a W9 Form, and attach it to this form.
- Please keep a copy all receipts. The Treasurer is not responsible for lost receipts.

Date of Request:	Amount Due:
Payee (name as it should appear on check):	
Requested by:	
Contact phone / email for requestor:	
PTA purpose and short description of expenses:	

Choose one:

<input type="checkbox"/> Please leave the check in the PTA mailbox for me to pick-up.	<input type="checkbox"/> Please mail the check to the Payee at the address below:

Treasurer Use Only:

Check No:	Check Date:	Budget Category:
QBs?	W9?	
Notes:		