

Check Request

Valley Oaks Elementary PTA

Treasurer Use Only

Check #: _____
Date: _____
Amount: _____
Ledger act: _____

Date: _____

Committee/Event: _____

Reason for Check (*1): _____

Amount (sales tax can't reimbursed*2) _____

To be completed by a Committee Chairperson (*3):

Name of person approving: _____

Phone Number: _____

Signature: _____

Payment Information:

Pay To: _____

Address: _____

1. **All receipts and invoices must be attached** to this request form; no reimbursement check will be issued without appropriate documentation.
2. Reminder - The PTA cannot reimburse for Sales Tax. Our Texas Sales Tax Permit Number is 74-6086286. Forms for this Permit are available in the PTA Treasurer box in the Teacher's workroom.
3. In the Teacher's work room there is a box for "PTA TREASURER". Deposit your completed Check Request in this box for processing.

Contact me at: treasurer@valleyoakspta.com or call me on my mobile 713-826-9266
Jenny Fett