

SBMS PTA 2009-2010

CHECK REQUEST

DATE: _____

COMMITTEE/EVENT: _____

PREPARED BY: _____ **PHONE:** _____

PAYEE: _____

CHECK IS TO BE: _____ mailed—Address: _____
(Please attach addressed envelope)

or
_____ picked up in Treasurer's folder

CHECK IS TO BE USED FOR:

ITEM	AMOUNT
_____	_____
_____	_____
_____	_____
TOTAL	=====

YOUR SIGNATURE: _____

- ❖ All receipts and invoices must be attached to this request form. No checks will be issued without supporting documentation and no cash payments will be made. Place in PTA folder marked "CHECK REQUESTS TO BE PAID."
- ❖ The PTA does not reimburse for Sales Tax. SBMS is a non-profit 501(c)(3) organization. Exemption forms are available in the PTA Treasurer's folder.

Sally Giammalva, PTA Treasurer 2009-2010
506 Lindenwood Drive
Houston, TX 77024
713-464-4222
ssgiammalva@comcast.net

For Office Use Only

Date _____

Check # _____

Amount _____

Category _____

The Treasurer will pick up check requests every Monday and checks will be issued within 7 – 10 days.