

***\*\*Must be submitted by Committee Chairperson\*\****

## **Slingerlands PTO Check Request**

**Amount:** \$ \_\_\_\_\_

**Check Payable to:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip

**Description of Expenditure:** \_\_\_\_\_

\_\_\_\_\_  
**Committee this expenditure is associated with:**

**Send Check:** \_\_\_\_\_ Directly to Payee

Check #: \_\_\_\_\_ Other: \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***\*Attach All Receipts\****

### ***Instructions for completing check request form***

- A teacher or PTO chairperson should complete the check request form.
- Attach all original receipts or invoices. No reimbursement will be provided without a valid receipt.
- Slingerlands PTO is a tax-exempt organization. The Treasurer cannot reimburse for sales tax paid on retail items. Contact the Treasurer to obtain a tax-exempt form.
- The PTO board needs to approve all expenses.
- Make and retain a copy of the Check Request Form and all receipts for committee records.

**If you are unsure if this request qualifies as a PTO reimbursement, please contact the Treasurer.**