

# CHECK REQUEST FORM --- OUES PTO

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Check Payable to: \_\_\_\_\_ Amount: \_\_\_\_\_

Description: \_\_\_\_\_

Project or Budget Category: \_\_\_\_\_

**\*PLEASE attach all original receipts or invoices to this form, and submit within 7 days to: Tobin Osterberg, PTO Treasurer, 1004 Merlot Drive, Southlake 76092 (Mail or There is a drop off box on front porch.); OR place in Treasurer folder in the PTO cart in the teachers' workroom. Thanks!**

**\*PLEASE note: Because of our exempt status, OUES PTO cannot reimburse members for sales tax paid on items purchased. Be sure to provide vendors with a copy of our "Texas Sales and Use Tax Permit" (Permit # 1-75-2949157) so that sales tax is not charged.**

\*Mark one option:

Place check in folder in the PTO cart in the teachers' workroom. I will pick up there. (preferred-as this will save the PTO \$\$)

Mail check to payee at address on invoice.

Mail check to me at this address: \_\_\_\_\_

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For Treasurer: Category \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Delivered \_\_\_\_\_