

RES PTO 2008 - 2009
Check Request Form

Date: _____

Amount: _____

Payee: _____

Submitted by: (check request will be returned to this person) _____

Description:

Expense Fund:

(Circle One)

- | | |
|----------------------|-----------------------|
| Art Auction | Miscellaneous |
| Bulletin Board | Nametags |
| Care Committee | New Student Liaison |
| Continuing Education | PTO Workroom Supplies |
| Copier Lease | Publicity |
| Directory | School Supplies |
| Executive Board | Spirit Shop |
| Fall Festival | Tax Preparations |
| Fashion Show | Teacher Luncheons |
| Gift Wrap | Teachers' Fund |
| Gifts | Wish List Spring 2007 |
| Holiday Cards | Wish List Fall 2007 |
| Homecoming Parade | Wish List Spring 2008 |
| Landscaping | Yearbook |
| Other: _____ | |

- Please submit to Julia Coutoumanos, PTO Treasurer, for payment – please use PTO mailbox.
- Be sure your **original** invoice or receipt is stapled to this form.
- If necessary, please make copies of your receipts for your records.
- **REMINDER-** PTO purchases are exempt from sales tax, and we cannot reimburse members for sales tax paid.
- ***Please provide vendors with our tax-exempt ID number.***

Questions??? Call Julia Coutoumanos, 817-442-5676
or e-mail at Julia_coutoumanos@yahoo.com

For Treasurer's Use Only

PTO Check Number: _____

PTO Check Date: _____

Date recorded: _____