

**Hunters Creek Elementary PTA
2017 – 2018 CHECK REQUEST FORM**



DATE: _____

COMMITTEE / EVENT: _____

COMMITTEE / EVENT BUDGET: _____

YOUR NAME: _____

YOUR PHONE NUMBER: _____

*All original receipts and invoices MUST be attached to this request form. No checks will be issued without the attachments and no cash payments will be made. If a receipt does not list the item that was purchased, only the price is listed, please annotate the receipt or attach a separate sheet listing the items.

*We do not reimburse for sales tax. Hunters Creek PTA is a non-profit 501(c)(3) educational and charitable organization. Our Texas Sales Tax Permit number is 3-00070-4829-8. Exemption certificates are available in the treasurer's mail slot in the office.

CHECK MADE OUT TO: _____

ADDRESS: _____

AMOUNT: (excluding Sales Tax) _____

YOUR SIGNATURE: _____

COMMITTEE CHAIR SIGNATURE: _____

PTA PRESIDENT SIGNATURE: _____

** PTA President signature required if Check Request is \$500 or more

FARRELL SAUNDERS, VP OF BUDGET & FINANCE

713.906.8688

hctreasurer77024@gmail.com

CHECK #:	DATE:
AMOUNT:	QB ACCOUNT: