Hunters Creek Elementary PTA

2018 – 2019 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

*KELLY ADAMS, VP OF BUDGET & FINANCE*

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