

TREASURER'S NOTES:

Account # _____

Date _____

Check # _____

SBMS PTA REIMBURSEMENT / CHECK REQUEST

PAYEE _____

ADDRESS _____

CITY/STATE/ZIP _____

Requested By _____ Date Requested _____

PTA Committee _____

Description of Items & Purpose _____

ITEM/VENDOR	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	\$ _____

Committee Chair Signature: _____

Treasurer Review _____ PTA President Review (over \$1000) _____

***** IF REIMBURSEMENT EXCEEDS \$1000, PLEASE ATTACH THREE COMPETITIVE BIDS *****

- ❖ All receipts and invoices must be attached to this request form. No checks will be issued without supporting documentation and no cash payments will be made. Place in Treasurer PTA folder in Teacher Lounge or mail to below address.
- ❖ The PTA does NOT reimburse for Sales Tax. SBMS is a non-profit 501(c)(3) organization. Exemption forms are available in the PTA Treasurer's folder or on the SBMS PTA website.

Billie Davis, PTA Treasurer 2018-19
1 Pine Crescent Court
Houston, TX 77024

Cell: 713-822-1452
Billiehdavis@aol.com

Checks will be issued within 7 – 10 business days