

Riverside School PTA Check Request Form

For Office Only:

Date: _____

Check #: _____

Please complete the information below and attach receipts, invoice or contract.

Date: _____ Amount*: _____ Committee/Category: _____

Description of Expense: _____

Make Check Payable To: _____

Mail check to: Name: _____

Address: _____

Tax ID# (if necessary): _____

or

Leave check for me at: _____

Requested By: _____

Approval Signature: _____

Required if amount exceeds \$600

- If amount is \$600 or over, then include Tax ID# and address for payee (unless this information is already on file). Not applicable for payments to corporations or reimbursements to PTA members for expenses incurred.
- The Riverside School PTA is a non-profit organization and is exempt from sales tax on purchases made on the PTA's behalf. Please present the tax exemption permit found in the Treasurer's birdhouse box so you will not be charged sales tax.