Julian Curtiss PTA Check Request Form

Instructions:

1. Check…do you need and have you gotten prior approval for this expense?
2. Sales tax will not be reimbursed
	1. Use our tax ID #s: CT#: 0498873-000 OR out of state/Federal#: 06-0994132
3. Reimbursements/disbursements will be made within two weeks of request date **IF**…
	1. Expense approval has been granted
	2. This form is fully filled out and has a vendor invoice and/or supporting receipts attached
	3. For disbursements: A completed and up to date W-9 must be on file for vendor
	4. Consideration for reimbursement turnaround will be given to extreme or emergency situations.
4. Place completed form and accompanying invoices/receipts in Treasurer’s mailbox in main office at JC.

NOTE: Checks must be deposited/cashed within the fiscal year they were issued (7/1 – 6/30). Checks issued 6/15-6/30 will be allowed an extra 30 days. Checks will not be honored beyond this timeline.

Thank you ☺ - Ken Leavens 2018-2019 Treasurer: ken.leavens@gmail.com and Alissa Pecora 2018-2019 Assistant Treasurer: apecora@pecorabrothers.com

Requested by (include grade, if applicable): Today’s Date: / /

Amount Requested: $ Deposit/Full amount (circle one) Date of event: / /

Expense description:

Make check payable to:

If check is being mailed to an outside vendor, provide mailing address:

Otherwise, check will be placed in Treasurer mailbox for pick up.

Note: A **completed W9** must be attached to this form for all payments to outside vendors.

For Treasurer’s Use Only:

PTA Expense #/name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #\_\_\_\_\_\_\_\_\_\_ $ Amount:\_\_\_\_\_\_\_\_\_\_ Date of check:\_\_\_\_\_\_\_\_\_\_