CASIS PTA

P.O. Box 50361
Austin, TX 78763-0361

CHECK REQUEST / REIMBURSEMENT FORM

*Please return **completed, approved** forms to "Accounts Payable " File in the PTA File Cabinet **or** to the PTA Treasury mail slot, both located in the Casis office mailroom.*

NO EXPENSES WILL BE REIMBURSED WITHOUT ATTACHED RECEIPTS
(If multiple receipts, please tape receipts onto a separate sheet of paper)

******WE ARE NOT ABLE TO REIMBURSE FOR SALES TAX******
PLEASE USE THE SALES TAX EXEMPT FORM LOCATED IN PTA FILE CABINET OR ONLINE AT CASISPTA.ORG.

Requested by: _____Email:_____Phone #:_____
(please print)
Check Payable To: _____

Invoice Date	Vendor	Brief Description of Expense	Amount	Budget Account (if unsure, please ask your Committee Chair or V.P)
		TOTAL	$	

Two (2) signatures are **required**:

Requestor's Signature: _____ Date: _____

V.P. or President Approval: _____ Date: _____

Check should be sent to:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

ALL CHECK REQUESTS MUST BE APPROVED BY YOUR VICE PRESIDENT OR THE PTA PRESIDENT.
We regret that incomplete forms **will be returned** and could result in delay of payment. As a general rule, Accounts Payable are processed on Thursday for Friday mailing/delivery so please have the completed form to us by Wednesday afternoon. *Questions?* Please contact Brannon Smith at brannon.smith@sbcglobal.net .

Rev. 5/24/11