

PTA Vendor Payment Request Form

2020 - 2021 Sharon School PTA

Date Submitted: _____ PTA Committee: _____

Expense Requested By: _____ Phone: _____

Expense Approved By: _____ Phone: _____

(Expense must be approved by Committee Chair or a member of the PTA Board of Directors before it will be paid)

Expenses to be Reimbursed

Description of Items	Total
	\$
Shipping	\$
Sales Tax	\$
Total Amount Requested for Reimbursement	\$

Check Reimbursement Information

Make Check Out To _____

Requested Check Date _____

Delivery Method

Put in PTA file cabinet in Parent Center - Preferred Method

Put in Teacher's Mailbox (for faculty/ staff)

Mail

Other

Specify

Directions for completing this form:

1. Use this form if the PTA can pay the vender directly. The vendor will sometimes not charge sales tax if you provide our Tax ID# 56-1783660.
2. Attach all receipts or invoices to this form. Make copies of receipts and this form for your records.
3. Two signatures are required: person submitting request and second signature by your Committee Chair responsible for the expense. If you are a Committee Chair then second signature must be by your Council Chair.
4. Submit form (in "Completed Check Request" folder) in PTA file cabinet and **allow one week for turnaround. Check requests will be picked up on Monday and checks will be delivered/mailed the following Monday.**
5. If you need a rush check please contact Laura Brown at (704) 964-8548 or treasurer@sharonschoolpta.org
6. Any lost check requiring a stop payment will result in the stop payment fee being subtracted out of the replacement check total amount