

# PEARSONTOWN CHECK REIMBURSEMENT FORM

4915 Barbee Road, Durham, NC 27713 [ptownpta@gmail.com](mailto:ptownpta@gmail.com)

## Information for completing this form:

- Each section **must** be completed in order to be processed. If **any** part of a section is missing, the check request may be returned.
- You must sign on the "Requested By" line or provide an electronic signature.
- The request must be approved and signed by the President or Vice President of the PTA.
- All checks will placed in your staff mailbox (if applicable) unless otherwise specified.
- If ordering from a company that invoices the PTA (i.e. Stone's Educational Store), you must still complete a check request form and ensure that you have sufficient funds available in your allotment.
- If ordering from Amazon, please use Amazon Smile and choose Pearsontown Elementary PTA as your preferred charity. Amazon Smile's prices are the same as on Amazon.
- Questions? Email us at: [ptownpta@gmail.com](mailto:ptownpta@gmail.com)

Check Payable to: \_\_\_\_\_ Email: \_\_\_\_\_

Mail to (Address): \_\_\_\_\_

Telephone: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Budget Line Item: \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

Purpose of Expenditure: \_\_\_\_\_

Are all receipts attached? Yes  No  If not, please explain: \_\_\_\_\_

New Vendor? Yes  No  If yes, is W9 attached? Yes  No

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## For Office Use Only

Verified By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_

| Account | Class        | Amount |
|---------|--------------|--------|
|         |              | \$     |
|         |              | \$     |
|         | <b>Total</b> | \$     |

Date Received

