

RES PTO 2011 - 2012
Check Request Form

Date: _____

Amount: _____

Payee: _____

Submitted by: _____

email address: _____

phone: _____

Description:

Expense Fund:

(Circle One)

Assemblies

Bulletin Board

Care Committee

Club Coordinator

Directory

Executive Board

Fall Festival

Fall Fundraiser

Gifts

Landscaping

Miscellaneous

New Student Liaison

Other: _____

Outreach

PTO Workroom Supplies

School Supplies

Spirit Shop

Spring Fundraiser

Teacher Luncheons

Teachers' Fund

Technology/Communications

Wish List 2011 - 2012

Wish List 2010 - 2011

Yearbook

- Please submit to Kenda Bevill, PTO Treasurer, for payment – please use PTO mailbox.
- Be sure your *original* invoice or receipt is stapled to this form.
- If necessary, please make copies of your receipts for your records.
- **REMINDER-** PTO purchases are exempt from sales tax, and we cannot reimburse members for sales tax paid.
- ***Please provide vendors with our tax-exempt ID number***

Questions??? Call Kenda Bevill, 214-957-8025

or e-mail at

kendabevill@yahoo.com

For Treasurer's Use Only

PTO Check Number: _____

PTO Check Date: _____

Date recorded: _____