

# JTM PTO Check Request Form 2018-19

Please complete this form and attach all receipts/invoices. Return all documents to the Treasurer's Box in the JTM Main Office PTO Closet.

**\*Checks will be cut on the 10<sup>th</sup> and 25<sup>th</sup> of each month.**  
**All requests should be submitted by the 8<sup>th</sup> and 23<sup>rd</sup> to be included\***

DATE: \_\_\_\_\_

PAYEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ These funds are already in my budget for \_\_\_\_\_

\_\_\_\_\_ I am requesting additional PTO funds. Outline your request for funds on the back of this form.

**Requests for additional funds must be approved BEFORE any money is spent.** The Executive Board will review these requests on a monthly basis. To expedite this request, please contact the PTO Treasurer, Becky Gore (becky.gore1@gmail.com) or PTO Co-Presidents Christy McGarr and Andrea Jones ([cmcgarr1@gmail.com](mailto:cmcgarr1@gmail.com) or [andreaaj3000@gmail.com](mailto:andreaaj3000@gmail.com)).

Invoice Due Date or Desired Purchase Date: \_\_\_\_\_

Please select one: \_\_\_\_\_ Deliver \_\_\_\_\_ Mail

**\*\*\*IMPORTANT NOTE:** The JT Moore PTO is a non-profit organization and is not required to pay sales tax. **You will not be reimbursed for sales tax.** Please provide your vendor with the appropriate tax-exemption form at the time of purchase. Forms are available in the Treasurer's Box located in the JTM Main Office PTO Closet.\*\*\*

SUBMITTED BY: \_\_\_\_\_

\_\_\_\_\_ (name) \_\_\_\_\_ (email) \_\_\_\_\_ (phone)

AUTHORIZED BY: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

(name) (principal & PTO president)

**\*\*\*\*PLEASE HAVE DR. HUGHES SIGN THE CHECK REQUEST BEFORE SUBMITTING\*\*\*\***

For Treasurer's Use Only:

Check No.: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Budget Category: \_\_\_\_\_