

**Purchase Request  
Valley Oaks Elementary PTA**

Treasurer Use Only

Check #: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

\_\_\_ Check Request \_\_\_ Credit/Debit Card Purchase\*

2<sup>nd</sup> signature required only for CC purchases

Date: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Reason for Check (\*1): \_\_\_\_\_

Amount (sales tax can't reimbursed\*2) \_\_\_\_\_

To be completed by a Committee Chairperson (\*3):

Name of person approving: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature 1: \_\_\_\_\_

Signature 2 (required only for credit/debit)\*: \_\_\_\_\_

**Payment Information:**

Pay To: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. **All receipts and invoices must be attached** to this request form; no reimbursement check will be issued without appropriate documentation.
2. Reminder - The PTA cannot reimburse for Sales Tax. Our Texas Sales Tax Permit Number is 74-6086286. Forms for this Permit are available in the PTA Treasurer box in the Teacher's workroom and online at [valleyoakspta.com](http://valleyoakspta.com) under PTA Info, PTA Forms.
3. In the Teacher's work room there is a box for "PTA TREASURER". Deposit your completed Check Request in this box for processing.

Contact me at: [lynbeckstead@gmail.com](mailto:lynbeckstead@gmail.com) or 281-384-5879 Lyn Greenwood