

**Check Request  
Valley Oaks Elementary PTA**

**Treasurer Use Only**

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

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

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

**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:** \_\_\_\_\_

**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.
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: [juliecarrillo18@yahoo.com](mailto:juliecarrillo18@yahoo.com) or 713-560-5914 Julie Carrillo