

Purchase Request Valley Oaks Elementary PTA

Treasurer Use Only

Check #: _____

Date: _____

Amount: _____

Check Request Credit/Debit Card Purchase*

2nd 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 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: juliecarrillo18@yahoo.com or 713-560-5914 Julie Carrillo