

**MYERS PARK HIGH SCHOOL PTSO CHECK REQUEST FORM 2020-21**

To receive reimbursement for PTSO expenses, complete this form and submit it with your receipt attached to Stephanie Cline, PTSO Treasurer. All checks require 2 signatures, so please plan on at least two weeks' time for processing. **Please** contact Stephanie at 704.604.1210 or [mphs.ptso.treasurer@gmail.com](mailto:mphs.ptso.treasurer@gmail.com)

PLEASE NOTE THAT ANY REQUESTS THAT **EXCEED THE APPROVED BUDGET** MUST HAVE PRIOR FINANCE COMMITTEE APPROVAL.

**Items costing more than \$100 should be paid directly to the vendor, if possible.** Please attach company quote or have vendor bill MPHS PTSO. This allows us to file for reimbursement of the sales tax.

**You may put this check request form into the PTSO Box at MPHS or mail it to:**

Stephanie Cline  
2124 Beverly Drive  
Charlotte, NC 28207

DATE \_\_\_\_\_

MAKE CHECK PAYABLE TO \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

PTSO COMMITTEE/BUDGET \_\_\_\_\_

PURPOSE OF EXPENSE \_\_\_\_\_

REQUESTED BY (name & signature) \_\_\_\_\_

PHONE & EMAIL \_\_\_\_\_

CHECK SHOULD BE SENT TO \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

For Treasurer's Use Only: Date Paid _____ Expense Account _____ Check # _____ Check Amount _____ Sales Tax _____
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