

**MYERS PARK HIGH SCHOOL PTSO CHECK REQUEST FORM 2021-22**

To receive reimbursement for PTSO expenses, complete this form and submit it with your receipt attached to Beth Feit, PTSO Treasurer. All checks require 2 signatures, so please plan on at least two weeks' time for processing. **Please** contact Beth at 704.607.6340 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 a company quote or have the vendor bill MPHS PTSO directly. This allows us to file for reimbursement of the sales tax.

**You should put this check request form into the PTSO Mailbox folder marked "Check Requests" (NOT THE SAFE) at MPHS or mail it to:**

Beth Feit  
1407 Lilac Road  
Charlotte, NC 28209

**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 \_\_\_\_\_