

MYERS PARK HIGH SCHOOL PTSO CHECK REQUEST FORM 2023-24

To receive reimbursement for PTSO expenses, complete this form and submit it with your receipt attached to Tracie Northan, PTSO Treasurer. All checks require 2 signatures, so please plan on at least two weeks' time for processing. **Please** contact Tracie at 704.517.8882 or 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/drop off to:

Tracie Northan
2627 Roswell Ave
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 _____