

Carmel Middle School PTSA Check Request Form

A completed Check Request Form with an invoice or receipt is **required** for all expense checks. **If your expense is more than \$200**, you **MUST** get prior approval from your PTSA VP or the Senior Administrative Secretary (if you are a staff member). If you are working with a vendor, get a quote from the and request a check in advance OR as the vendor to directly bill Carmel Middle School PTSA. Always ask vendors to waive sales tax, if possible. To waive sales tax, present vendor with our Sales Tax Exemption Certificate (kept in the Treasurer's folder in the PTSA File Cabinet or in the Treasurer's Corner on the PTSA website).

Submit paperwork by one of the following methods:

- Place in the Treasurer's folder in the PTSA workroom next to the office
- Scan and email to treasurer@carmelptsa.org
- Mail to Carmel Middle PTSA, 5001 Camilla Drive, Charlotte, NC 28226
- Place in the box outside the Senior Administrative Secretary's office

Checks should be processed within 5-7 business days. Please note if you need your check sooner. Thank you!

Date: _____ **Payable to:** _____

Item(s) Cost: _____

Shipping: _____

Sales Tax: _____

Total Amount of Check Requested: _____ (receipts/invoices must be attached)

Purpose of Expenditure: _____

Budget Category: _____

Delivery Method: PTSA Folder / Teacher Mailbox (Preferred)
 Mail check to:

Requested by (preparer): _____

Approved by (VP of committee): _____