

# 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 VP or Marla Agner if you are a staff member. If you are working with a vendor, get a quote from them and request a check in advance OR ask the vendor to directly bill Carmel Middle PTSA. Always ask vendors to waive sales tax if possible. To waive sales tax, present Vendor with our Sales Tax Exemption Certificate which is 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 the following methods:

- place them in the Treasurer's file in thePTSA workroom next to the office,
  - scan and e-mail them to [treasurer@carmelptsa.org](mailto:treasurer@carmelptsa.org),
  - mail them to Carmel Middle PTSA, 5001 Camilla Dr, Charlotte, NC 28226.
- Staff members may use the box outside of Marla Agner's office.

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

Thank you!

**Date:** \_\_\_\_\_ **Payable to:** \_\_\_\_\_

Item(s) Cost: \_\_\_\_\_

Shipping: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

**Total Amount of Check Requested:** \_\_\_\_\_ (receipts/invoice must be attached)

**Purpose of Expenditure:** \_\_\_\_\_

**Budget Category:** \_\_\_\_\_

**Delivery Method:**  PTA folder/Teacher box (preferred)

Mail check to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested by (preparer):** \_\_\_\_\_

**Approved by (VP of committee):** \_\_\_\_\_

Questions? Contact the PTSA Treasurer at [treasurer@carmelptsa.org](mailto:treasurer@carmelptsa.org).