

**Staple Receipts Here**

# Northern Guilford Middle School PTSA

616 Simpson-Calhoun Road  
Greensboro, NC 27455



## CHECK/REIMBURSEMENT REQUEST (Circle One)

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Committee: \_\_\_\_\_

Person Requesting Check/Reimbursement: \_\_\_\_\_

Reason for Payment/Reimbursement: \_\_\_\_\_

(Circle One) Included in Annual Budget OR Approved at Meeting on: \_\_\_\_/\_\_\_\_/\_\_\_\_

TOTAL CHECK/REIMBURSEMENT: \$\_\_\_\_\_ (Sales Tax included on Invoice/Receipt? **Circle YES/NO**)

Make Check Payable To

Name (please print): \_\_\_\_\_

Address (if needs to be mailed): \_\_\_\_\_

\_\_\_\_\_

Signature of Requester: \_\_\_\_\_

Approved by (2<sup>nd</sup> Check Signer): \_\_\_\_\_

1. Please attach original invoice, receipt, contract, or other document, if available, for a service provided or a service to be provided when requesting a check. *All payments should be made by PTA check when possible.*
2. Please note: All items reimbursed by PTSA funds are property of NGMS PTSA and remain on campus for the life of the product.
3. Per IRS No receipt = no reimbursement. No personal items on receipt.
4. Approval must be obtained on all purchases and/or contracts in advance. Failure to obtain proper approval may result in the requester having to incur the expenses.
5. The PTA president is the only board member authorized to sign contracts.
6. Please use one request form per check needed and per budget category.

*Treasurer use only:*

Check #: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Assigned Budget Category: \_\_\_\_\_

Treasurer Signature/Approval: \_\_\_\_\_

SALES TAX for bi-annual refund: Subtotal(2%) \$\_\_\_\_\_ Tax 2%= \_\_\_\_\_ Subtotal(6.75%) \$\_\_\_\_\_ Tax 6.75%= \_\_\_\_\_

Audit committee initials: \_\_\_\_\_