

**Eubanks Intermediate School PTO
Check Request**

Date _____

Name _____

Address _____

Phone _____

Check is to be made payable to _____

Address (if different from above) _____

Date Needed _____

Amount \$ _____

*******Please attach all receipts or bills to the back of this form*******

Committee _____

Brief description of purchase _____

Is this a budgeted expense? Yes No

If not budgeted, please obtain Committee Chairperson's or President's approval in writing prior to submitting this request.

Approval:

Name

Date

Reminder: PTO purchases are exempt from sales tax, and we cannot reimburse members for sales tax paid. Please provide vendors with our tax-exempt ID form.

For reimbursement, please place request in Treasurer PTO mailbox, scan and email to treasurer@eispto.com (preferred and quickest method) or mail to:

Michelle Harris
914 Summertree Ln.
Southlake, TX 76092

Call or text Michelle at 817-729-2771 with any questions.

For Treasurer's Use Only

Approval

Name

Date

Check # _____

Check Date _____

Mailed _____

Logged