

Check Request Form

AGMS PTO 2020-21



Checks cannot be issued without a completed Check Request Form and an invoice or receipt.

If your expense is \$100 or greater, please get a quote from the vendor and request a check in advance or ask the vendor to direct bill Alexander Graham PTO (not Alexander Graham Middle School). Please obtain prior Executive Board approval for expenses exceeding your committee's budget. The AGMS PTO reserves the right to pass along any return check fees at the discretion of the Executive Board.

In order to follow best practice during the COVID-19 season, please complete an electronic copy of this form, scan your invoice or receipt, and submit the form and documentation via email to Donna McNairy at donna@dmcnairy.com.

Date: _____ **Requested by:** _____

Telephone #: _____ **Email:** _____

Purpose of Expenditure: _____

PTO Budget Category: _____
(Specific PTO budget category, such as Health Room, Newsletter, etc.)

Annual Budget: _____ **Annual Budget Remaining:** _____

Payee: _____ (Print Name clearly)

Item(s) Cost: _____

Shipping: _____

Sales Tax: _____

Total Amount of Check Requested: _____ (Receipts/Invoice must be attached)

Mail check to: _____

Frequently Asked Questions

Who can submit a check request form?

Only a PTO member may request a check from PTO funds. A committee chairperson or other authorized member of your committee or a member of the Executive Board should complete this form.

Why is sales tax broken out?

For the most part, our PTO is a consumer of the items we purchase and therefore we must pay sales tax to our vendors when purchases are made. We are, however, permitted to apply for a refund of sales tax paid, which is why this amount is listed separately.

Are we required to pay tax on items we sell, such as spirit wear, concession sales, etc?

No. We can issue a certificate of resale for these type items only and avoid paying the vendor tax on these items. Please contact Donna McNairy if you have questions or if you need a resale certificate for a vendor.

How long will it take to get a check?

Every effort is made to process requests quickly, but as two signatures are required and checks are generally signed once a week, please plan on turnaround times of 5-7 business days. We appreciate your patience. If you need a check by a particular date or within a short time frame, alert the Treasurer ASAP so that we can try to make arrangements to have your check ready when you need it.

Other questions? Contact the PTO Treasurer, Donna McNairy, at donna@dmcnairy.com or via cell at (980)253-9260.