

GORZYCKI MIDDLE SCHOOL PTA CHECK REQUEST

(For reimbursement or disbursement)

Please complete information below, attach invoice or receipt, and place in Treasurer's folder in PTA mailbox. All items purchased for the PTA are exempt from sales tax. Reimbursement of sales tax is prohibited.

Your Name: _____

Make Check Payable to: _____

Address: _____

Telephone: _____

Date Requested: _____

Date Needed: _____

Budget Account(s) to be charged: _____ (If more than

one account is to be charged, please identify with corresponding amounts)

ITEM	PLACE OF PURCHASE	AMOUNT

Total: \$ _____

Notes: