

Meadow Wood Elementary PTA

Guidelines for Requesting Checks

- **A Check Request form must accompany all check requests!**
- Forms are available in the PTA filebox in the PTA workroom or online under PTA Resources at www.meadowwoodpta.com.
- Original receipts or invoices must be attached to the Check Request form.
- **Sales tax should not be paid on items purchased for PTA use and will not be reimbursed.** Texas Sales Tax Exemption Certificates are available in the PTA filebox or online under PTA Resources. Many area retailers already have MWE PTA Exemption Certificates on file and all you need to do is tell them that you are purchasing items for the PTA and you do not have to pay sales tax.
- Only Check Request forms from committee chairmen will be accepted unless the Treasurer receives, in writing from the chairmen, names of other individuals who can request checks to be paid from that committee budget.
- Check Request forms must be submitted within 30 days of the date that the expense was incurred.
- All check requests for the year must be submitted by May 31st. Absolutely nothing else will be reimbursed after that point.
- Person requesting check cannot sign check.
- Place all Check Request forms in the Treasurers slot of the PTA filebox.
- Check Request forms will be picked up every Wednesday from the Treasurer's slot.
- Reimbursement checks will be placed in your slot or mailed (according to your instructions on the Check Request form) by the following Tuesday. If you cannot pick up a reimbursement check at school, please provide a stamped, self-addressed envelope for mailing.
- If checks are needed in a shorter time frame, please coordinate your check request with the Treasurer.

Questions?

Contact Erika Harms, Treasurer – erika.harms@gmail.com

or Alison White, President – awhite96@comcast.net