Dawson Middle School PTSO
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, prior to submitting this request, please have Committee Chair or PTSO President sign below to indicate approval.

  Approval _____
  Signature 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.

Reimbursement for expenses should be requested within 30 days of the date the expense occurs. All requests must be received no later than June 15 of the current school year.

For reimbursement, please give this request directly to the Treasurer, place it in the Treasurer's mailbox at DMS, scan and email it to **dmsptsotreasuere@gmail.com**, or mail to:

Amy McCarrick
1301 Province Lane
Southlake, TX 76092

Email **dmsptsotreasurer@gmail.com** or call Amy at 240-423-7333 with any questions

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For Treasurer's Use Only

Approval _____
Name Date

Check # _____

Check Date _____

Logged _____

Updated 8/1/2019