

# Dawson Middle School PTSO Check Request

**YOUR INFORMATION:**

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**CHECK INFORMATION:**

Check made payable to (if different from above) \_\_\_\_\_  
Address (if different from above) \_\_\_\_\_  
Date Needed \_\_\_\_\_  
Amount \$ \_\_\_\_\_

**\*\*Attach all receipts or bills to this form\*\***

**EXPENSE INFORMATION:**

Committee \_\_\_\_\_  
Brief description of purchase \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a budgeted expense?    Yes        No

If not budgeted, please obtain Committee Chair OR DMS PTSO President's approval in writing prior to submitting this request.

Approval \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**REMINDERS:**

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 (located on the DMS PTSO website).

Reimbursement for expenses should be requested within 30 days of the date the expense occurs. All requests must be received no later than May 31 of the current school year.

**SUBMITTING YOUR REQUEST:**

Give this request directly to the Treasurer, place in Treasurer's mailbox at DMS, or scan and email it to [dmsptsotreasurer@gmail.com](mailto:dmsptsotreasurer@gmail.com).

**\*\*The Treasurer's mailbox is not checked frequently. To avoid delays,  
please notify the Treasurer that you have left a check request in the mailbox\*\***

Email [dmsptsotreasurer@gmail.com](mailto:dmsptsotreasurer@gmail.com) with any questions.

.....  
For Treasurer's Use Only

Date Received \_\_\_\_\_  
Check # \_\_\_\_\_  
Payment Date \_\_\_\_\_