

CHECK REQUEST FORM --- OUES PTO

Date: _____ Name: _____ Phone: _____

Check Payable to: _____ Amount: _____

Description and/or Category: _____

Teacher/Grade (for gift or party expenses): _____

***PLEASE attach all original receipts or invoices to this form, and submit within 7 days to:
Janet Bassingthwaite, PTO Treasurer, Old Union Elementary School, 1050 S. Carroll Avenue,
Southlake 76092 (Via mail);
OR place in the Request for Reimbursement folder in the Front Office. Thanks!**

***PLEASE note: Because of our exempt status, OUES PTO cannot reimburse members for sales tax paid on items purchased. Be sure to provide vendors with a copy of our "Texas Sales and Use Tax Permit" (Permit # 1-75-2949157) so sales tax is not charged.**

If you have questions, please contact Janet Bassingthwaite at blj141179@gmail.com.

*Mark one option:

Mail check to me at this address (**Preferred ** No stamped envelope needed as check will be sent from bank).

Place check in folder in the PTO cart in the school office. I will pick up there.

Mail check to payee at address on invoice.

For Treasurer: Category _____ Check # _____ Date _____

Delivered _____

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