

Alexander Graham Middle School PTO Check Request Form

Checks cannot be issued without a completed Check Request Form and an invoice or receipt. If your expense is \$100 or greater, please get a quote from the vendor and request a check in advance or ask the vendor to direct bill Alexander Graham PTO (not Alexander Graham Middle School). Please obtain prior Executive Board approval for expenses exceeding your committee's budget.

Complete the entire form, attach your invoice or receipt, and submit your form and documentation by one of the following methods:

- place them in the Check Request or Treasurer folder in the PTO box in the teacher's lounge,
- scan and email them to Sara Plyler at saraplyler@gmail.com or
- mail them to Sara Plyler, 2318 Thetford Court, Charlotte, NC 28211

Thanks so much!

Date: _____ **Payee:** _____
(Print Name clearly)

Item(s) Cost: _____

Shipping: _____

Sales Tax: _____

Total Amount of Check Requested: _____ (Receipts/Invoice must be attached)

Purpose of Expenditure: _____

PTO Budget Category: _____
(Specific PTO Budget Category, such as Health Room, Newsletter, etc.)

Requested by: _____

Telephone #: _____

Mail check to: _____

Frequently Asked Questions:

Q. Who can submit a check request form?

A. Only a PTO member may request a check from PTO funds. This form should be completed by a committee chairperson or other authorized member of your committee or a member of the Executive Board.

Q. Why is sales tax broken out?

A. For the most part, our PTO is a consumer of the items we purchase and therefore we must pay sales tax to our vendors when purchases are made. We are, however, permitted to apply for a refund of sales tax paid, which is why this amount is listed separately. To qualify for the refund of sales tax, our check must be issued directly to the vendor who charges the tax. When making purchases greater than \$100 and including sales tax, please be sure to arrange to have the check issued to the vendor, rather than applying for personal reimbursement.

Q. Are we required to pay tax on items we sell, such as spirit wear, concession sales, etc?

A. No. We can issue a certificate of resale for these type items only and avoid paying the vendor tax on these items. Please contact Sara Plyler if you have questions or if you need a resale certificate for a vendor.

Q. How long will it take to get a check?

A. Every effort is made to process requests quickly, but two signatures are required and checks are generally signed once a week, so please plan on turnaround times of 5-7 business days. We appreciate your patience. **If you need a check by a particular date or within a short time frame, alert the Treasurer ASAP so that we can try to make arrangements to have your check ready when you need it.**

Other questions? Contact the PTO Treasurer, Sara Plyler 704.488.3403 or saraplyler@gmail.com.