

CHECK REQUEST PROCEDURES

FORM:

- Please fill out the check request form completely. On the top of the form, you must fill out your name and contact info, as well as the PTO Committee/Budget line item. The “pay to” lines should be either your name or the vendor’s name and address. Add additional detail of the event/item and amounts, making sure they total. Lastly, both signature’s (the submitter’s and PTO Officer’s) including dates should be at the bottom. **An additional line has been added for the Principal’s Signature. All teachers and staff must have the Principal’s signature before submitting to the Treasurer.*

BUDGET:

- Prior to making any purchases, please be sure that your purchase is within the budget, and obtain any necessary approvals. Up to date budget information can be obtained from the Treasurer.

Per our bylaws, budget deviations and non-budgeted items under \$200 must be approved by the President. Budget deviations and non-budgeted items from \$200-\$1,000 must be approved by the Budget Committee. Budget deviations and non-budgeted items over \$1,000 must be approved in advance by a majority of the Executive Board.

ATTACHMENTS:

- All check requests should have either an invoice or receipt(s) attached to the form.
- If we are paying a vendor directly, attach the **invoice** and fill in the vendor name and address on the form. An order confirmation, purchase order, packing slip or other confirmation of receipt can also be attached, but there must be an invoice as well.
- For reimbursements, attach **original receipts**. If you are attaching multiple receipts, please make sure they are added correctly on the form. Try not to mingle personal expenses with PTO expenses. If you do, please remember to deduct the personal item, including applicable sales tax, from the total.
- When everything is complete, place it in the Treasurer file in the black PTO file box.
- Expect about a one-week turnaround time.
- Incorrect/incomplete forms will delay payment processing.
- Please cash or deposit reimbursement checks in a timely manner.

ptotreasurer@ohhawks.org