

Wines PTO Payment Request Form

- Please complete sections 1 and 2 of the form and place it in the PTO Treasurer's Folder located in the Wines School Office.
- Wines PTO is exempt from Michigan sales tax and therefore does not reimburse for sales tax. Please ask your vendors to exclude tax from the amount of your purchase. Provide them with our tax id # - 81-0563687.
- Requests for funding outside of the approved annual budget require submission and PTO Board approval of a Proposal for PTO Funding.
- A receipt must be included with reimbursement request
- Please allow two weeks for payment request processing.
- If you need a check in less than two weeks or have any questions, please e-mail Shannon Stewart, PTO Treasurer, at winesptotreasurer@gmail.com

Section 1

Pay to the Order of: _____ Amount \$ _____
(minus sales tax)

No checks will be made out to "Cash." We are unable to reimburse for sales tax.

Provide the following if paying a **supplier** (not required for reimbursements):

Federal Tax ID #: _____

Address: _____

Section 2

A) Expense Category: _____
(Approved budget line item information must be included with request)

A Detailed Expense Description:

B Request Submitted by: _____

C Date: _____

D Phone Number and/or E-mail Address: _____

E Where would you like your check delivered? _____
(Please include a self-addressed stamped envelope if you'd like the check mailed to you)

For PTO Use:

PTO Treasurer _____ PTO President _____
(Required for unbudgeted expense)

Check Date _____ Check # _____ Check Amount _____