

HARPER PTO CHECK REQUEST FORM

Vendor	PTO Committee	Amount (\$) without sales tax	Receipt attached?
	Total		

No checks will be issued without receipts.
No sales tax will be reimbursed (except Costco purchases)

Date Submitted:		Check Due Date:	
Submitted By:		Signature:	
Email:		Phone:	

Make check payable to:

Name:	
Address:	
Other Notes:	

Mail direct to vendor Leave at Harper office Email when ready to collect

For checks > \$1,000 please obtain two PTO Exec Board Member signatures: (See <http://harperpto.com/committeechairsexecutive-board/> for 23/24 Board Members)

Exec Board Member 1 Signature and Date	
Exec Board Member 2 Signature and Date	

Please place this form and receipts in PTO Treasurer Folder (in the Harper office) or mail to Natalie Kapnick - 1030 Romona Road / nkapnick@gmail.com / 713-702-2405

Treasurer Use Only:

Check No:		Account:	
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