

Robertsville Middle School



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245 Robertsville Rd.
Oak Ridge, TN 37830

Check #:
Date Issued:

Treasurer's Use Only

PAYMENT REQUEST

Requestor (print):

Date of Request:

Requestor Email (Phone, if no email):

Make Check Payable To:

Check Amount:

Purpose of Purchase:

Committee/Budget Line Item:

Committee Chair Approval Signature: _____

IMPORTANT:

- **PTSA is a tax-exempt organization.** No sales tax should be paid for any PTSA purchases. Please understand that sales tax will not be reimbursed. Contact Angie Palau, Treasurer, (Palau@comcast.net) for a copy of our Tax-exempt form prior to making a purchase.
- Please attach receipts or invoice. Checks cannot be written without documentation.
- If multiple receipts are attached, please circle each individual receipt total and show the sum below with the grand total. One check will then be issued for the entire amount.
- If an invoice is to be paid, please include the return payment envelope, a copy of the invoice for treasurer's records, and a copy of the invoice to return to the vendor.

	Receipt Description	Total Reimbursement
1		
2		
3		
4		
	GRAND TOTAL:	