

MYERS PARK HIGH SCHOOL PTSA CHECK REQUEST FORM 2008/2009

To receive reimbursement for PTSA expenses, complete this form (including the signature of your Committee Chair or a PTSA officer) and submit it **with your receipt attached** to Shoon Ledyard, PTSA Treasurer. Missing information could delay payment. Receipts are needed to document expenses and to enable us to receive sales tax refunds. If you have any questions, please contact Shoon at 704-643-1587 or sledyard@carolina.rr.com.

You may put this check request form into the PTSA Box at MPHS or mail it to:

Shoon Ledyard
228 Scofield Rd.
Charlotte, NC 28209

DATE _____

PAYEE _____

AMOUNT OF PURCHASE _____

SALES TAX _____

TOTAL REIMBURSEMENT _____

PURPOSE OF EXPENSE _____

REQUESTED BY _____

TELEPHONE _____

PTSA COMMITTEE OR FUNCTION _____

APPROVED BY _____
(Committee Chair or PTSA Officer)

CHECK SHOULD BE SENT TO _____

Address _____

For Treasurer's Use Only

Date Paid _____ Expense Account _____

Check # _____ Check Amount _____ Sales Tax _____