

PAYMENT REQUEST: SCANLAN OAKS ELEMENTARY PTO

1. Complete this form.
2. Attach all appropriate receipts and invoices to this form.
3. Sales tax will not be reimbursed, in accordance with Article 5.5.5 of the FBISD Parent Organization Guidelines: "When reimbursing an individual for purchases made on behalf of and for the exclusive use of an exempt organization, **Sales taxes should not be reimbursed to that individual.** (A copy of our Texas Resale Certificate can be found in the VIPS room. Give it to the store or vendor to qualify for SOE PTO nontaxable purchase status.)
4. Submit the form to the project coordinator.
5. The project coordinator and one other board member must sign this document. The project coordinator must complete the budget area information.
6. Submit the document, with receipts and signatures, to the treasurer for payment (put them into the lockbox in the VIPS room).
7. Note: Board approval is required for all checks over \$500.

Date: _____ **Make check payable to:** _____

Total amount requested: _____

Name of child's teacher to deliver check to: _____

Purchase Description (Include PO#, if applicable)	Quantity	Total Price	Event/Purpose/Budget Area

Submitted by: _____
(please print name)

Board member approval Must be signed to be submitted.	
Board member approval Must be signed to be submitted.	
Motion date (for checks over \$500)	

Date Paid	
Check #	
Check Amount	\$
	(Treasurer Use only)