

## **RENNER PTA HOW TO FILL OUT A DISBURSEMENT REQUEST FORM**

1. Disbursement Request forms can be downloaded from the website [www.rennerpta.org/information/](http://www.rennerpta.org/information/) under the Treasurer's Forms section, and are located in the PTA box in the front office.
2. Fill in all lines in ink with complete and accurate information: WHO is to be paid, WHAT it is for (Budget Category), HOW MUCH (remember, no sales tax is reimbursed), and WHY was it purchased (description and purpose).
3. Sign your name as requestor and obtain the appropriate committee chairperson's signature (if you are the committee chair, please have an officer provide approval by also signing the request).
4. Please note any special instructions such as mailing address or other delivery instructions.
5. Receipts MUST be attached to the disbursement request. No disbursements will be made without a receipt. Also, please make a copy of the receipts to attach with the request and the original receipts.
6. The Renner PTA cannot reimburse sales tax! Present a copy of the Texas Sales and Use Tax Exemption Certification (available on our PTA website) to any store or vendor to prevent paying sales tax.
7. Place the completed request in the Treasurer's folder in the PTA box. The folder will be checked every Friday. Please contact the Treasurer if your check request needs to be handled more quickly. Every check must be signed by two of the following people:

Carolyn Keeter, Doug Rogers, Jenny Wood

8. Please remember that you will only be reimbursed up to the total amount budgeted in your expense category. If needed, you can request a budget amendment during the year, up or down.
9. Any questions, please contact Doug Rogers via phone or email at [Treasurer@RennerPTA.org](mailto:Treasurer@RennerPTA.org).