

RENNER PTA HOW TO FILL OUT A DISBURSEMENT REQUEST FORM

1. Disbursement Request forms can be downloaded from the website www.RennerPTA.org under the Treasurer's Forms section, and are located in the PTA box in the front office.
2. Fill in all lines 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 Committee Chairperson, if appropriate. Remember if a check is to be made payable to yourself, you must have a Board Member's signature on this form before it can be processed.
4. Please note any special instructions such as mailing address or other delivery instructions i.e. return back to you for mailing.
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! Please take a copy of the Texas Sales and Use Tax Exemption Certification. Present this certificate to any store or vendor to prevent paying sales tax.
7. Put the completed request in the Treasurer's folder in the PTA box. The folder will be checked every Friday. Please contact me if your check request needs to be handled more quickly. Every check will be signed by two of the following people:

Becky Tanoury, Janet Fabian, Jamie Hanna

8. Please remember that you will only be reimbursed up to the total amount budgeted in your expense category. If needed, you can amend this budgeted amount at certain times during the year, up or down.
9. Any questions, contact Treasurer Janet Fabian at 972-801-2558 or at Treasurer@RennerPTA.org.