

# DIS PTA Request for Bank Check

Treasurer	Check Number _____
Use	Date Paid ____ / ____ / ____
Only:	Posted _____

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Phone:

\_\_\_\_\_

E-Mail:

\_\_\_\_\_

Committee:

\_\_\_\_\_

<b>Mail to: (if different than requested by)</b>
<b>Payable to: (if different than requested by)</b>

Description of expenses	AMOUNT:

<b>IRS Identification No: 91-1789978</b>	<b>TOTAL DUE:</b>	
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**Please note: NO SALES TAX can be reimbursed. Please use Tax Exemption form when making purchases. Please attach all receipts and supporting documents to ensure proper payment.**

<b>Treasurer Use Only</b>	<b>Committee:</b>	<b>Amount:</b>
Amount within budget?	Yes      No	_____
If No:	_____	_____
Expense approved by Motion?	Yes	_____
Date Passed: _____		_____
<b>Treasurer –</b>		
Chia-Yu Chung <a href="mailto:disptatreasurer@gmail.com">disptatreasurer@gmail.com</a>		

Please bring check to next WES PTA meeting

Please mail check. I have included a self-addressed stamped envelope