

Cedar Valley Middle School PTA Payment Request Form

Check One:

- Request Reimbursement (original receipts attached)
- Request Payment (invoice attached)

Date: _____

Name: _____

Street: _____

City/Zip: _____

E-mail: _____ Phone: _____

Account/Event(s): _____

Item	Place of Purchase	Amount
Total Reimbursement:		

Sales Tax Will Not Be Reimbursed

Remarks:

Received: _____

Date Paid: _____

Check #: _____

Amount: _____

Account: _____

1. Items paid with PTA funds either need to be consumables for use in the current school year, items that will stay with the school, or items that will remain PTA assets, and all should benefit the children or the school. **It is against IRS 501(c)(3) policy for a tax-exempt organization to disperse funds for the private benefit of any member, thus reimbursing items any member plans to keep personally could potentially jeopardize the CeVMS PTA's tax-exempt status.**
2. CeVMS PTA is also exempt from paying state sales tax on items purchased for use in presenting programs or carrying on the work of the PTA, thus the Treasurer is not allowed to reimburse sales tax. When purchasing items for the PTA, members can present a CeVMS PTA exemption certificate to the retailer in order not to be charged sales tax. The State of Texas does not issue exemption numbers, and, therefore, exemption certificates require no number to be valid.
3. Paid receipts, invoices or cost estimates from the vendor should be submitted with this Disbursement Request form. If it is impossible to obtain documentation of cost prior to purchase, please contact the Treasurer for instructions on how to facilitate payment.