

**SHEPTON HIGH SCHOOL PTSA**  
**HOW TO FILL OUT A CHECK REQUEST/DISBURSEMENT FORM**

1. Check Request/Disbursement forms can be downloaded from the website [www.SheptonPTSA.org](http://www.SheptonPTSA.org) under “Board Documents”, and are located in the PTSA box in the workroom/copy room.
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), WHERE it was purchased from, 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 Shepton PTSA 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 PTSA 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:

Jamie Hanna, Janet Fabian, Lynn Hornsby-Lewis

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, please contact Treasurer Janet Fabian at 972-801-2558 or [treasurer@sheptonptsa.org](mailto:treasurer@sheptonptsa.org).