



**Staff Check Request Form
2019-2020**

Please, remember to attach all receipts pertaining to the requested reimbursement. Please also use Heritage PTA's tax exempt form when making any applicable purchases. Heritage PTA will NOT reimburse sales tax on purchases that could have been tax exempt.

Today's Date:	Amount:
Date of Purchase:	Make Check Payable to:
Date Check is Needed:	Person Requesting:

Purpose:

Signature of Requestor:	Date:
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Event Correlated to Purchase (Circle)			
After School Clubs	Counselor Discretion	Missouri Day	5th Grade Camp
Building/Teacher Requests	Field Day	Parent/Teacher Conference Meals	
Character Education	Junior Achievement	Staff Shirts	
Classroom Rugs	MAP Testing	Student Planners	

Please circle which school the budget item should be charged to.

HERITAGE PRIMARY
HERITAGE INTERMEDIATE

Approval	
Principal Signature:	Date:

For Treasurer's Use Only...	
Date Check was Issued:	Check Number:
Comments:	Treasurer Signature:
	Date:

