



**Check Request Form  
Sedgefield Middle School PTO**

**Checks will be issued only with a completed Check Request Form and an invoice or receipt.**

If your expense is \$100 or greater, please get a quote from the vendor and request a check in advance or ask the vendor to direct bill Sedgefield Middle School PTO (not Sedgefield Middle School). Please obtain prior Executive Board approval for expenses exceeding your committee's budget.

Complete the entire form, attach your invoice or receipt, and submit your form and documentation by one of the following methods:

- place them in the PTO Treasurer's Mailbox in the mailroom
- scan and email them to Courtney Reynolds at [cgreermeng@gmail.com](mailto:cgreermeng@gmail.com)
- mail them to SMS PTO, Attn: Treasurer, 2700 Dorchester Place, Charlotte, NC 28209

**Date:** \_\_\_\_\_ **Payee:** \_\_\_\_\_  
(Print Name clearly)

**Item(s) Cost:** \_\_\_\_\_

**Shipping:** \_\_\_\_\_

**Sales Tax:** \_\_\_\_\_

**Total Amount of Check Requested:** \_\_\_\_\_ (Receipts/Invoice must be attached)

**Purpose of Expenditure:** \_\_\_\_\_

**PTO Budget Category:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Mail check to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Frequently Asked Questions**

**Q. Why is sales tax broken out?**

**A.** For the most part, our PTO is a consumer of the items we purchase and therefore we must pay sales tax to our vendors when purchases are made. We are, however, permitted to apply for a refund of sales tax paid, which is why this amount is listed separately.

**Q. How long will it take to get a check?**

**A.** Every effort is made to process requests quickly, but two signatures are required and checks are generally signed once a week, so please plan on turnaround times of 5-7 business days. We appreciate your patience. If you need a check by a particular date or within a short time frame, alert the Treasurer ASAP so that we can try to make arrangements to have your check ready when you need it.

Other questions? Contact the PTO Treasurer, Courtney Reynolds 917-312-7953 or [cgreermeng@gmail.com](mailto:cgreermeng@gmail.com).