**MYERS PARK IB PARENT BOARD (IBPAC) CHECK REQUEST FORM 2018-2019**

To receive reimbursement for IBPAC expenses, complete this form and submit it along with appropriate documentation to:

IBPAC Treasurer, via email to: **mphs.ibtreasurer@gmail.com**

If you have any questions, or would like mailing address please contact **mphs.ibtreasurer@gmail.com**

**If possible, all invoices (especially those for items greater than $250) should be paid directly to the vendor. Reimbursements will not be processed unless proper documentation (receipts, invoices etc.) are provided for the expense.** This allows us to file for reimbursement of the sales tax. Some vendors may exempt tax if they are provided with our tax-exempt letter, email Janice for a copy to be sent via email to you.

Please have company invoice us directly or contact IBPAC Treasurer to make payment arrangements.

|  |  |
| --- | --- |
| **DATE:** |  |
| **MAKE CHECK PAYABLE TO:**  *(Note the address for mailing check if different than address shown on the invoice)* |  |
| **CHECK AMOUNT:** |  |
| **PURPOSE OF EXPENSE:** |  |
| **REQUESTED BY:**  *(Name, email and phone number)* |  |
| **IBPAC COMMITTEE:** |  |
| **BUDGET CATEGORY:** |  |

**For Treasurer’s Use Only:**

Date Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expense Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check # \_\_\_\_\_\_\_ Check Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sales Tax \_\_\_\_\_\_\_\_\_\_\_\_