SMPO Check Request

This form must be completed with invoices or receipts attached for a check to be issued by the SMPO. Complete all the information and submit the completed form with attachments to the SMPO Business Manager (in the SMPO lockbox located under the mailboxes on the left side). Allow 1-2 weeks for checks to be issued. Checks can be collected with Nancy in the school office or mailed to you, if indicated. Where possible, please use our tax exempt status forms to avoid having to pay sales tax (forms available in the parent center).

Event chairperson in charge must sign off on all expenses for said event. Each event has a very strict budget and quantities over budget will be the responsibility of the event coordinator unless previously approved in writing.

Check payable to:				Amount:	
Send check to the scho		No (circle one)			
Purpose of expenditure	e:				-
Submitted by:			_(signature) _(print name)	Date:	
EVENT (**):		XPENSE TYPE (**):		AMOUNT:	
expense coding. If rein	mbursement is for	r more than one type	of expense plea	ent center, etc.) for appropriate ever se detail this accordingly. If an a note and I will create one. Thank	
Treasurer's Use Only:					
Date Paid:	Check Amt.:	Check#:		_ Entered in QB:	