



Herod PTO

Gary L. Herod
Parent Teacher Organization
5627 Jason St., Houston TX 77096
www.herodpto.org

Request for Payment

Procedures:

1. Complete form in its entirety. No payments will be issued without a form.
2. Attach original receipts to back of form if items have already been purchased. Attach an invoice if payment is to be mailed to a vendor.
3. Circle amounts on receipt to be reimbursed. Include totals on this form. Please be sure your totals are accurate! Keep a copy for your own records.
4. Place request in the lockbox in the PTO office near the front desk.
5. Allow two weeks for payments to be processed.
6. Herod is exempt from paying sales tax on purchases, as we are a non-profit organization. Sales Tax Exemption forms are available in the PTO office or on the PTO website. Please present appropriate exemption form to the vendor before you finalize your purchases. Sales tax will not be reimbursed.
7. *Requests should be made within 30 days of expense being incurred. All requests must be submitted within one week of the last day of school. Teacher requests are due by May 1.*

Request submitted by:

Name _____ Date: _____

Email Address: _____ Phone: _____

Payable to: _____ Amount requested: _____

Reason for Request: (indicate event/teacher/grade or department)

Deliver Check to:

Name: _____

Address: _____

Authorization (required for faculty) _____

Herod Principal

For PTO use

Charge Category _____

Date paid: _____ Check No. _____ Amount: _____

Revised 8/11