

Menlo School Parents Association

MSPA Check Request

2021-2022 Academic Year



General Instructions:

1. Use this form to request a check for a vendor or a reimbursement for MSPA expenses.
 - Mail to MSPA Assistant Treasurer: **Alex Terman**, 1060 Palo Alto Ave, Palo Alto, CA 94301 or email to: MSPATreasurer@menloschool.org
 - Make a copy of this completed form for your files.
 - Remember to check your event budget and only submit requests for budgeted expenditures.
2. **CHECK REQUEST:** For services (rentals, caterer, food truck, etc.) **MSPA MUST PAY THE SERVICE PROVIDER DIRECTLY** - please do NOT pay a service provider yourself.
 - Submit a) vendor's completed W-9, b) original invoices, and c) this check request form.
 - For payment required at an event, please submit all documentation **at least one week prior**.
 - Catering through Flik can be paid after the event and does not require a W-9. Please submit documentations to MSPATreasurer@menloschool.org promptly after the event
3. **REIMBURSEMENT:** For purchases (groceries, supplies, decorations, take-out restaurant food, etc.)
 - Please submit requests **no later than 30 days** after the event or expenditure.
 - Submit a) original receipts and b) this check request form.
4. Please contact MSPATreasurer@menloschool.org if you are making a charitable donation for an MSPA sponsored event.

Event Information (please print)

<u>Submitter's Name</u>		<u>EMAIL</u>	
Committee			
Event Description			
Event Date(s)		Grade(s)	

Expenses (use additional pages if necessary)

Vendor Name	Description of Item	Reimbursement Amount (\$)
Column Total (\$)		

Check Details

Check Payable To			
Street Address			
City Zip		Phone	

For internal use only: Date paid _____ Account: _____
 MSPA check # _____ Class: _____