

Cherry Hills Village Elementary PTCO

Payment Request Form

** For Treasurer's Use Only **

Date Paid: ____/____/20____

Check Number: _____

Amount: \$ _____

Instructions: Please submit legible picture or scan of this form plus all related receipts/documentation via email to chvetreasurer@gmail.com. Payment will be sent via eCheck to e-mail address provided. You can print the eCheck upon receipt and then deposit it like a regular check.

Name: _____ E-mail: _____

Date: ____/____/____ Amount: \$ _____

Description of Expense: _____

Related Event/Committee/Fundraiser (if applicable): _____

Make check payable to: _____

**** IMPORTANT:** A receipt, contract, or other invoice must be included with this form to verify expense has been or will be made. Reimbursement payment cannot be made unless documentation is complete. Sales tax is NOT reimbursable. Please present the tax exemption form below to stores/vendors to avoid paying sales tax.

Signature: _____

DR 0160 (06/09/10)
 COLORADO DEPARTMENT OF REVENUE
 DENVER CO 80261-0013

CERTIFICATE OF EXEMPTION FOR STATE SALES/USE TAX ONLY

**THIS LICENSE IS
 NOT TRANSFERABLE**

| USE ACCOUNT NUMBER for all references | LIABILITY INFORMATION | ISSUE DATE |
|--|-----------------------|-------------|
| 98120004 | N 110510 | Feb 14 2011 |



CHERRY HILLS VLG ELEM PTCO
 2400 E QUINCY AVE
 CHERRY HL VLG CO 80113-4955

Ross Heber
 Executive Director
 Department of Revenue