

Sheridan Elementary School APT Check Request Procedures

1. Refer to the SHERIDAN APT Budget to make sure that your committee has a budget.
2. If the amount of your purchase is greater than your budget or if your committee does not have a budget, the APT President's and/or the Treasurer's approval is required **before** making any purchases.
3. *Please remember that sales tax will not be reimbursed. Treasurer has Tax Exempt Letters for you to use.*
4. Fill out an APT Check Request Form (available on the District 67 website under APT forms or from Treasurer) and attach original receipts to it. Make a copy for your records.
5. Please return the completed form to the Treasurer in person or via mail:

***Amie Marks
1565 Willow Street
Lake Forest, IL 60045***

6. A check will be issued by the Executive APT Treasurer. You should receive it in the mail in approximately 2 weeks.