



District 105 Music Parents' Association

William F. Gurrie Middle School
1001 South Spring Avenue LaGrange, IL 60525

Expense Request Form

In order to receive MPA funds, please fill out this form, attach receipts/invoices, sign and return to MPA Treasurer. Note: Sales tax exemption form should be used when making purchases. A copy of the tax exempt form is available in the school office.

<i>Date:</i>	
<i>Event:</i>	
<i>Payment is for:</i>	
<i>Payment Amount:</i>	

<i>Make check payable to:</i>	
<i>Phone number:</i>	
<i>Email Address:</i>	

<i>Please indicate how you would like this check delivered:</i>	<input type="radio"/> Pick up from Treasurer
	<input type="radio"/> Pick up at Gurrie school office
	<input type="radio"/> Send home with:
	<input type="radio"/> US Mail (US mail should be only used for vendors or if absolutely necessary.) Address: _____ _____

<i>SIGNATURE:</i> (Your signature is your certification that the requested payment is in the service of approved MPA activity or event)	
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For Treasurer's Use Only

Date: _____ *Check #:* _____ *Amount:* _____ *Category* _____