

## **Deer Path Middle School APT Check Request Procedures**

1. Refer to the DPM 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.
4. Fill out an APT Check Request Form (available on the District 67 website under APT forms) and attach original receipts to it. Make a copy for your records.
5. Please mail/deliver the completed form to the Treasurer:  
  
Lindsay Seaman  
161 Shawford Way  
Lake Forest, IL
6. Each month's APT Check Requests are due on the 1<sup>st</sup> day of the following month.
7. Your check will be processed by the Executive APT Treasurer, and you should receive it in the mail in approximately 2 weeks.