

PTA Payment Request Form

Directions:

Please send this completed form to the PTA Treasurer via the PTA mailbox or School Office

Note: All requests will be reviewed at the next monthly PTA Board meeting.

Thank you for your cooperation.

Date: _____ Phone #: _____

Name: _____

Email: _____

Nature of Request / items purchased:

What event / reason is the payment for:

Total Amount Requested: _____

Who should the check be made out to: _____

Please attach a copy of all your receipts and invoices to this form.

For PTA use only:

Approved: _____ Amount: _____ Check #: _____

PTA Treasurer / President: _____