

# Matthew Whaley Elementary School PTA Payment Request

### DIRECTIONS

1. Fill out form completely.
2. Place form, with attached receipts, in the treasurer's folder in the PTA file box in the school office.
3. Your check will be placed in the designated folder in the PTA file box for pickup if you choose that option—please be sure to sign saying you picked it up.

<b>GENERAL INFORMATION</b>
Date _____
Person requesting payment (i.e., officer/committee leader) _____
Phone number _____ Payee _____
Amount requested \$ _____ (amount must match receipt total)
Budget category to be charged _____
<b>TYPE OF EXPENSE</b> (please check only one)
<input type="checkbox"/> Personal reimbursement (per attached receipts)
<input type="checkbox"/> Payment of attached vendor invoice (approved in the budget)
<input type="checkbox"/> Payments requested per attached contract (contract must be signed and approved by general membership)
<input type="checkbox"/> Other (explain) _____
<b>METHOD OF PAYMENT</b>
<input type="checkbox"/> Check to be picked up from PTA mailbox by individual requesting payment
<input type="checkbox"/> Check to be mailed directly to vendor/supplier at address on attached invoice
<input type="checkbox"/> Send home with _____ in _____'s class <span style="margin-left: 100px;">(child's name)</span> <span style="margin-left: 150px;">(teacher's name)</span>
<input type="checkbox"/> Special instructions _____
<b>AUTHORIZATIONS</b>
Requestor's signature _____
Committee/Title _____
President's approval _____
Treasurer's signature _____
<b>For Treasurer's Use Only</b>
Check # _____ Date Paid _____ Amount \$ _____
Budget Category Charged _____