



Request for Payment

Give This To: **Valerie Wood**

(Backpack Mail: **Matthew Wood/Mrs. Spicuzza**)

Date: _____

Pay to: _____

Committee: _____

🍏 Mail to: _____

Event: _____

or

🍏 Send Home with _____ Teacher _____

Items Purchased	Quantity	Price	Total

Grand Total: \$ _____

Approved via: Budget _____ Vote _____

Date Paid: _____ Amount Paid: _____ Check No.: _____

(Please attach receipts....Thank you.)

Instructions:

This form is to be used by PTO members/volunteers and/or school staff members who are seeking payment or reimbursement for expenditures from the PTO.

This expense must be pre-approved as per the PTO budget or as voted on by PTO members as per the meeting minutes.

This request must be accompanied by ALL related receipts/invoices or it will not be paid. Please tape or staple receipts to back of this request.

Thank you for your cooperation.