

## Payment Request Form Instructions

This form must be completed for any payment or money request from the PTA Treasurer.

1. Fill in Committee/Event, Date Submitted, your name and email or phone contact information.
2. Fill in description and amount for each item and total amount of the request. Itemize purchases if applicable or give description of request.
3. Type of Request - Check One option for type of request and attach appropriate documentation.
4. Method of Payment - Check One option for delivery and fill in or attach required information.
5. Chairperson of committee or event must sign.
6. Obtain President's signature.
7. Make 2 copies of completed form and keep one.
8. Put one copy in President's mailbox in school office.
9. Put original in Treasurer's mailbox in school office.