



## ROOSEVELT PTA PAYMENT REQUEST FORM

Attach all required receipts/invoices to form and put in Treasurer's mail box  
Keep a copy for your records and put a copy in the President's mail box

Committee/Event: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Email and/or Phone: \_\_\_\_\_

EXPENSE DESCRIPTION	AMOUNT
<b>TOTAL AMOUNT REQUESTED</b>	<b>\$</b>

**TYPE OF REQUEST (CHECK ONE):**

- Request reimbursement (attach receipts)
- Request direct vendor payment (attach vendor invoice)
- Request advance payment (attach vendor request/contract)
- Request cash/change for event
- Notification of automatic withdrawal of funds (attach documentation)

**PAYMENT METHOD (CHECK ONE):**

- Mail to Vendor (Provide address or attach payment envelope)
- Mail to Requestor (Provide address)
- Pick Up (please contact Treasurer to arrange)

Make check payable to: \_\_\_\_\_

Mail check to (address): \_\_\_\_\_

Chairperson's signature: \_\_\_\_\_

President's Signature: \_\_\_\_\_

**FOR TREASURER USE ONLY**

Treasurer's Signature: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_