

BLANEY PTA PAYMENT REQUEST



Requestor Information (Who do we contact if there are questions?)

Check Requested By: _____

Date: _____

Email: _____

Phone: _____

Payee Information

Make Check Payable to: _____

Mailing Address: _____

Mail check to address above I will pick check up at the next PTA meeting

***** Checks are NOT sent home with students or left in boxes. *****

Please list each retailer (Office Depot, Wal-Mart, etc.), a general description of the items purchased (poster board, cookies, etc.), and the total amount being submitted for payment. List each receipt separately.

Place of Purchase	Items	Amount
		\$
		\$
		\$
		\$
Total		\$

EXPENSE CATEGORIES

Use numbers please, NOT a checkmark

\$ Amount

- _____ Academic Enrichment
- _____ Babysitting
- _____ Benevolence
- _____ Family Fun Night/Outreach
- _____ Fundraising: Box Tops/Campbell's Labels
- _____ Fundraising: Fall Festival Auction Commissions
- _____ _____

\$ Amount

- _____ Media Center
- _____ Mentoring
- _____ School Beautification
- _____ Student Incentives
- _____ Blaney Supplies & Materials
- _____ _____
- _____ _____

Is this for a *Fall Festival Auction Commission* or *Approved Funding Request*?
If so, please put the Reference # here.

You MAY combine receipts & use multiple expense categories if the check is going to be written to the same person/company. Just be sure to separate the amounts out into the appropriate expense categories.

If you are unsure of the correct expense category, contact the treasurer BEFORE submitting your request.

- Use Tax-Exempt Form when making purchases intended for resale.
- **Attach all copies of receipts, purchase orders, invoices or bills to this form. This is required for PTA Financial Review and tax-reporting purposes.**
- Return completed forms to the PTA Treasurer.
- Allow four weeks for voucher to be received, reviewed and processed for payment.
- **Incomplete forms & forms without receipts will be returned.**
- Questions can be directed to treasurer@BlaneyPTA.com.

Remarks/additional info: _____

PTA Use Only

Check Date: ____ / ____ / ____ Check # _____ Check Amount: \$ _____