

# BLANEY PTA PAYMENT REQUEST



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

Check Requested By: Jane Doe

Date: 1/1/10

Email: myemail@mydomain.com

Phone: (803) 555-1212

## Payee Information

Make Check Payable to: Jane Doe

Mailing Address: 123 Any Street

Any City, SC 29045

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         |
|-------------------|------------------------|----------------|
| Wal-Mart          | Pens, pencils, glue    | \$10.97        |
| Lowe's            | Flowers for front walk | \$27.98        |
|                   |                        | \$             |
|                   |                        | \$             |
| <b>Total</b>      |                        | <b>\$38.95</b> |

### 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  
 \_\_\_\_\_ \$27.98 School Beautification  
 \_\_\_\_\_ \$10.97 Student Incentives  
 \_\_\_\_\_ Blaney Supplies & Materials  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Ref # 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: \_\_\_\_\_  
Put any special instructions or  
information in this box.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check Date: \_\_\_ / \_\_\_ / \_\_\_    PTA Use Only    Check # \_\_\_\_\_    Check Amount: \$ \_\_\_\_\_