

BLANEY PTA PAYMENT REQUEST INSTRUCTIONS



Incomplete Payment Request forms will NOT be processed and will be returned to the requestor (if known). It is not the PTA's job to complete this form for you. I am not trying to be difficult, but please remember, the PTA board are all volunteers. When multiple people think "just this once I'm sure they'll complete the request for me" or "I don't know why they need this section, I'll just leave it blank" that adds up in time and frustration. Properly completed forms are GREATLY appreciated & REMEMBERED!

Requestor Information – Complete this section with as much information as possible in case we need to contact you with questions about the request.

Payee Information – Please include the exact name that should appear on the check. If the check is to be mailed, please provide the mailing address where the check is to be mailed even if the address is on the invoice/purchase order.

CHECKS WILL NOT BE SENT HOME WITH STUDENTS OR LEFT IN BOXES!

Please list each receipt separately in the area provided. If you have more receipts than lines are available, please use the back of the form.

Expense Categories – You should have been informed ahead of time which expense category/categories applies to your request. If you have any questions about this, PLEASE contact the Treasurer at Treasurer@BlaneyPTA.com or (803) 272-8870 for clarification before submitting your request.

Reference # – If your request is from a Fall Festival Auction Commission or an Approved Funding Request, put the reference # you were provided with in the box indicated.

Remarks – Please place additional instructions or any information that may be helpful in processing your request in this box.

A receipt, purchase order, invoice or bill is REQUIRED to process a payment request. Requests without documentation will be returned without being processed. Documentation is required for our Financial Reviews as well as IRS reporting purposes (in case we are audited).

If you have ANY questions about how to complete this form, please contact the 2010-2011 Treasurer, Sherra Scott, at Treasurer@BlaneyPTA.com or (803) 272-8870 or (803) 479-0264.