

Dillard Drive Magnet Middle School PTA

Payment Request Form

Approval

Please **attach** your expense **receipts** or **vendor invoices** to the **back of this sheet**.
Place form in the **basket** or **Treasurer folder** in the **PTA file cabinet** within 30 days of expenditure.

Make check payable to:

Name (if different than who check is payable to)
Mailing Address
E-Mail Address
Telephone Number
Requested by (Signature)

If immediate payment is required or special circumstances apply, please call the Treasurer

Check One:

- Request reimbursement (attach receipts)
- Request direct payment (attach vendor invoice)
- Request advance payment (attach vendor request/ contract)

Check One:

- Mail to requestor
- Mail to vendor
- Put in school mailbox

Date	Vendor	Description of Expense	Subtotal	Sales Tax	Total
(need sales tax info if payment is to vendor directly, if it is reimbursement only total is needed)					
TOTAL Payment Requested					