

Olney Elementary School PTA
Request for Payment • School Year 2019-20

- Please staple original receipts or copy of contract/invoice to this form
- Submit completed form to the PTA Treasurer (mailbox in staff mailroom)
- Prior approval from committee chairperson or PTA president is required for purchases and must be within the allotted budget
- Checks are written on the 1st and 15th of the month. Please keep in mind that our PTA Treasurer is a volunteer with his own full time job. Be patient and kind!

Date: _____

Amount requested: _____

Budget line to be charged: _____
(If not sure, please contact the PTA president – only one budget line per form.)

Itemized list of expenses:

Check requested by: _____

Make check payable to:

Name: _____

Address: _____

Phone: _____

Can this check be left in your OES mailbox or sent home in your child's folder? Circle YES or NO

Child's Name: _____ Child's Teacher: _____

Questions? Contact our treasurer, Francesco Paganini at fpaganini1@yahoo.com

Chairperson's Initials: _____

Treasurer's Initials: _____

Date paid: _____

Check No: _____