Olney Elementary School PTA Request for Payment School Year 2021-2022

- 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!

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 Child's Name: Questions? Contact our treasurer, Jessica Colon at jesscolon@gmail.com Chairperson's Initials: Treasurer's Initials:	Date:	
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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 Child's Name: Child's Teacher: Questions? Contact our treasurer, Jessica Colon at jesscolon@gmail.com Chairperson's Initials: Treasurer's Initials:	Itemized list of expenses:	
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Can this check be left in your OES mailbox or sent home in your child's folder? Circle YES or Child's Name: Child's Teacher: Questions? Contact our treasurer, Jessica Colon at jesscolon@gmail.com Chairperson's Initials: Treasurer's Initials:	Address:	
Child's Name: Child's Teacher: Questions? Contact our treasurer, Jessica Colon at jesscolon@gmail.com Chairperson's Initials: Treasurer's Initials:	Phone:	
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Chairperson's Initials: Treasurer's Initials:	Child's Name: Child's Teac	her:
Treasurer's Initials:	Questions? Contact our treasurer, Jessica Colon	at jesscolon@gmail.com
Treasurer's Initials:	C	hairperson's Initials:
Date paid:		
Check No:		Date paid: