

**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 1<sup>st</sup> and 15<sup>th</sup> 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

Child's Name: \_\_\_\_\_ Child's Teacher: \_\_\_\_\_

Questions? Contact our treasurer, Jessica Colon at [jesscolon@gmail.com](mailto:jesscolon@gmail.com)

Chairperson's Initials: \_\_\_\_\_

Treasurer's Initials: \_\_\_\_\_

Date paid: \_\_\_\_\_

Check No: \_\_\_\_\_