

# CRAYTON PTO

# payment request form

This form should be used to request a payment for a vendor, a reimbursement for a PTO board member, or to submit receipts for a charge on the PTO credit card. Print clearly and submit this form along with the invoice (if paying a vendor) or the receipt(s) if reimbursing a PTO board member or for a charge on the credit card. Place all information in the PTO box in the teacher workroom for processing by the PTO treasurer. Thank you!

## PAYMENT INFORMATION

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

Amount: \_\_\_\_\_ \*Must attach invoice and/or receipts.

Committee to be charged: \_\_\_\_\_

Description of the request: \_\_\_\_\_

Check requested by: \_\_\_\_\_ Phone number: \_\_\_\_\_

## SELECT PAYMENT TYPE

Make check payable to: \_\_\_\_\_

Please mail the check to the vendor at this address:

\_\_\_\_\_

This request is for a reimbursement check payable to the person named above.

The charge was made on the Crayton PTO credit card.

## TO BE COMPLETED BY CRAYTON PTO TREASURER

Check #:

Amount:

Date:

Budget Line Item Description:



\_\_\_\_\_  
*Signature, Crayton PTO Treasurer*