



Payment Request Form

Instructions: Please complete the form below completely, which includes providing receipts/invoices for all purchases. Provide a copy to the PTA Treasurer by scanning and emailing a copy to treasurer@davishillpta.com, providing to the PTA Treasurer in person, or putting a copy in the PTA Treasurer mailbox (please inform the PTA Treasurer via email at treasurer@davishillpta.com if left in the mailbox). A scanned copy is preferable, but please make sure all receipts are legible. Payment requests will not be processed without all appropriate documentation.

Name of Requestor:

Payment Instructions:
Should payment be made via check or electronically via a vendor website?

If electronically, please note the website where payment can be made (if not listed on invoice):

If check, make check payable to:

Check delivery instructions (include mailing instructions, classroom delivery instructions, or other comments):

Due date (at least one week notice needed unless discussed with PTA Treasurer)

Request Detail:

Event	Vendor	Purpose of Purchase	Date of Purchase	Amount
TOTAL				\$ -

Certification and Approvals:

Requestor Certification: I certify that the above expenses were for the benefit of the Davis Hill PTA. All equipment and capital purchases have been provided to the PTA and are in the possession of the PTA.

Signature of Requestor

Event Coordinator or Authorized Officer Approval

For Treasurer's Use
Check Number:
Date Request Complete:
Other Notes: