

**Wyatt PTA  
Payment/Reimbursement Request**

*For prompt and accurate payment, please complete the following steps:*

- Circle amounts to be reimbursed on each receipt. No Sales Tax will be reimbursed.
- Have your Committee Chairman or Officer Sign authorizing payment.
- Place request with receipts or invoices attached in Treasurer Folder.
- Give a copy to your Committee Chair.

**Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Check Payable to:** \_\_\_\_\_

**Check Mailing Address:** \_\_\_\_\_

**Budget Items to be Charged:**

Budget Name	Description/Vendor	Amount

**Payment Total:** \_\_\_\_\_

**Plan of Work on File?** Yes / No    **Date of Plan of Work:** \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_

**Check one:**

\_\_\_\_\_ I will pickup check in PTA folder.

\_\_\_\_\_ Please mail check to \_\_\_\_\_ Vendor or \_\_\_\_\_ Yourself.

**Treasurer Notes:**

Invoice Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Approved for Payment: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Invoice Paid: \_\_\_\_\_ Treasurer Signature: \_\_\_\_\_

**Note: This form must have an attached receipt or invoice for the amount requested.  
Sales tax will not be paid. No disbursements will be made without a receipt.**