

**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.

<i>Treasurer Notes:</i>	
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.**