

WOODLAND ELEMENTARY PTA

PTA PAYMENT REQUEST

(ALL RECEIPTS MUST BE TAPED TO BACK OF THIS FORM)

Date: _____ Requested by: _____

Board Position: _____

Description/Expense Account(s):

Amount:

_____	_____
_____	_____
_____	_____
_____	_____

Total Amount of Request: \$ _____

Payable to: _____

Address (if mailing): _____

TREASURER'S USE ONLY

Approved by: 1) _____ Date: _____

2) _____ Date: _____

Check issued: # _____ Date issued: _____

BUDGET CATEGORY: _____