

Check Number Per Treasurer

***Paris Elementary School PTA  
Payment Request Form***

Date: \_\_\_\_\_ Person Requesting: \_\_\_\_\_

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

at address: \_\_\_\_\_

Amount: \_\_\_\_\_

Budget Category/Categories: \_\_\_\_\_

Purpose (Justification if not budgeted): \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

(Note: If item has already been purchased, please attach a receipt to this form. Otherwise, receipt must be provided after purchase.)

Requester's Phone Number: \_\_\_\_\_

Notice: Approval must be obtained on all purchases. Failure to obtain approval may result in the requester having to incur the expense. Signature of the Committee Chairperson is required BEFORE Treasurer will issue check.

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

**For Treasurer's Use Only**

Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Charge to budget item: \_\_\_\_\_

Comments: \_\_\_\_\_

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