



Whittier PTA Treasurer
 1320 NW 75th Street
 Seattle, WA 98117
PAYMENT REQUEST FORM

Please attach all receipts and/or invoices to this form. Questions? Contact treasurer@whittierptaseattle.org
REIMBURSEMENTS WILL BE MADE WITHIN THIRTY (30) DAYS OF CHECK REQUEST.

Date:	Amount:
Name:	Explanation/Details of Expense:
Make Check Payable to:	

Check/Delivery Instructions

- Place check in my Whittier mail box
- Mail to vendor per invoice
- Deliver via kid mail, room #
- Mail to me as follows:

Budget Category for Expense(s):

<input type="radio"/> Administrative	<input type="radio"/> Field Day
<input type="radio"/> Annual Giving Campaign	<input type="radio"/> Ice Skating
<input type="radio"/> Art Walk	<input type="radio"/> Jog-A-Thon
<input type="radio"/> Auction	<input type="radio"/> Bookfair
<input type="radio"/> Awards & Gifts	<input type="radio"/> Movie Nights
<input type="radio"/> Carnival	<input type="radio"/> Nature Bridge
<input type="radio"/> Classroom Discretionary Fund	<input type="radio"/> Outreach
<input type="radio"/> Curriculum Enrichment	<input type="radio"/> Playground supplies
<input type="radio"/> Directory	<input type="radio"/> Printing
<input type="radio"/> EDI	<input type="radio"/> PTA President's Fund
<input type="radio"/> Enrichment Assemblies	<input type="radio"/> Professional Development
<input type="radio"/> Family Nights/Parent Ed	<input type="radio"/> Safety Patrol
<input type="radio"/> Family Support	<input type="radio"/> STEM Fair
<input type="radio"/> Fifth Grade Graduation	<input type="radio"/> Specialists' Funds (PE,Art,Perf.Art)
<input type="radio"/> Funding Proposal	<input type="radio"/> Spirit Gear
<input type="radio"/> Grounds Committee	<input type="radio"/> Staffing Grants
<input type="radio"/> Hospitality	<input type="radio"/> Staff Appreciation
<input type="radio"/> Instructional Supports	<input type="radio"/> Supplies
<input type="radio"/> Web site fees	<input type="radio"/> Other:

FOR TREASURER'S USE ONLY Date Received:

Check #:

Budget line: