

PAYMENT REQUEST FORM

Please include all receipts or invoices with this form.

REIMBURSEMENTS WILL BE MADE WITHIN 30 DAYS OF REQUEST.



Whittier PTA Treasurer
1320 NW 75th Street
Seattle, WA 98117
treasurer@whittierptaseattle.org

Date: _____

Requestor's Name: _____

Amount: _____

Make Check Payable To: _____

Explanation/Details of Expense: _____

Check Delivery Instructions:

Mail to vendor per invoice

Hand off to me or mail to me at: _____

Budget Line Item:

<input type="radio"/> 5100 Annual Give	<input type="radio"/> 6750 Fall Festival
<input type="radio"/> 5200 Spring Fling	<input type="radio"/> 6800 Global Reading Challenge
<input type="radio"/> 5500 Move-a-Thon	<input type="radio"/> 6850 Family Events (Mariners Game)
<input type="radio"/> 5600 Book Fair	<input type="radio"/> 7250 Funding Proposals
<input type="radio"/> 6150 Art Walk	<input type="radio"/> 7350 Hospitality
<input type="radio"/> 6250 Field Day	<input type="radio"/> 7500 Safety Patrol
<input type="radio"/> 6300 5th Grade Graduation (Hospitality)	<input type="radio"/> 7750 Wildcats Read
<input type="radio"/> 6350 Ice Skating	<input type="radio"/> 8860 Maker Space in Library
<input type="radio"/> 6450 Family Nights & Community Events	<input type="radio"/> 9100 Outreach
<input type="radio"/> 6520 EDI	<input type="radio"/> 9250 Programs
<input type="radio"/> 6550 Reflections Art Contest	<input type="radio"/> Other
<input type="radio"/> 6700 Staff Appreciation (Hospitality)	