

North Coventry Elementary School PTO
Request for Payment

Complete this form, attach receipts or invoice, and then place in the Treasurer's folder located in the main office.

*** NO PAYMENT OR REIMBURSEMENT WILL BE MADE WITHOUT AN ATTACHED RECEIPT OR INVOICE***

Please Check one ☐ Receipt Attached ☐ Invoice Attached

REQUESTED BY:	CHECK PAYABLE TO:
Name:	Name:
Committee:	Address:
Event / Description:	
Contact Phone or Email:	City/State/Zip
Signature: _____ Date: _____	

Method of Check Delivery ☐ Leave in PTO Folder ☐ Mail to Address Above

ITEM:	PLACE OF PURCHASE:	COST:
	TOTAL COST:	\$

PTO OFFICERS' APPROVAL	
Budget Line Item: _____	
PTO President: _____	Date: _____
PTO Treasurer: _____	Date: _____

NOTES:

FOR PTO TREASURER USE ONLY

- Membership - Approved Budgeted Activity
- Executive Board - Approved Expenditure
- Non-Budgeted

Check Number	Amount
	\$