

PTO Request for Payment

Date: _____ Amount: _____

Issue check to: _____

Committee/Project: _____

Chairperson Signature: _____

Items purchased – please attach sales receipt or copy of invoice:

Request received from:

Name: _____ Phone #: _____

E-mail address: _____

Check to be sent to:

Name: _____

Address: _____

Or

To be sent home with student at Winkelman:

Student's name: _____

Teacher's name: _____

Please contact Anuja Patel at Zoie822@sbcglobal.net on how to submit completed form.

Sales receipt(s) or copy of invoice is required for all request for payment form submissions.

Please remember to use the tax-exempt certificate.

The PTO does not reimburse for taxes.