

Sea Park PTO Payment Request Form



This form is to be used by class/club sponsors to request payment for costs incurred from the class/club fund. Form must be given to PTO Treasurer at least one week prior to date of payment. The sponsor must complete, sign and date the form. Sponsor should make copy of form prior to submission for their records.

Class/Club Name: _____

Class/Club Sponsor Name: _____

Amount Requested: \$ _____

Check Made Payable to: _____

Payment Due Date: _____

Description and Cost Breakdown: _____

Submitted by: _____ **Date:** _____

PTO Treasurer: _____ **Date:** _____

For PTO use only:

Date Request Received: _____

Date Request Approved: _____

Check Number: _____

Check Signed by: _____

Deposit Date: _____