



Sea Park PTO Class/Club 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 payment due date.** The sponsor must complete, sign and date the form. Sponsor should make copy of form prior to submission for their records.

Name: _____ Date of request: _____

Class/club name: _____

Amount requested. \$ _____ Payment due date: _____

**** Please attach invoices****

Check payable to: _____

Summary/description: _____

Submitted by: _____ Date: _____

PTO Treasurer: _____ Date: _____

Please note: The Sea Park PTO is a tax-exempt organization, and will not pay sales tax for expenses, with very few exceptions.

**If you need a copy of the sales tax exempt form, please contact us at
seaparkpto@live.com**

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FOR PTO USE ONLY

Date request received: _____ Date request approved: _____

Check number: _____

Check signed by: _____