

Park Middle School PTA Payment Request

Please staple the receipt to the back of this form.

Tax Exempt form used? Yes / No

Reason for Expenditure(s): _____

Payable to: _____

Amount: _____

Mailing Address:

Committee: _____

Committee Chairperson: _____

For Treasurer's Use:

Check #: _____

Date Check Issued: _____

Date Check Appeared on Bank Statement: _____

Reported on Budget Report Dated: _____

Account(s): _____

Notes: For Tax Exempt Forms contact the Park PTA Treasurer at Parkptatreas@gmail.com