



# REQUEST FOR PAYMENT— PARENT/PTO MEMBER

WEST UNIVERSITY ELEMENTARY SCHOOL PTO

FOR TREASURY USE ONLY:	
Acct #	_____
Check #	_____

*This form should be used only by parents and PTO members (not WUES Staff) who have made an approved purchase. Please submit this form with original itemized receipts, proof of payment, and W-9, if applicable. Please note that reimbursement checks will take approximately two weeks.*

DATE: \_\_\_\_\_

AMOUNT (detail attached): \_\_\_\_\_

REQUESTED BY (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

*By signing above, I acknowledge that this expense is legitimate and for PTO/school purposes.*

Phone & Email: \_\_\_\_\_

BRIEF DESCRIPTION OR PURPOSE OF EXPENSE: \_\_\_\_\_

**IF THE REQUIRED APPROVAL & SIGNATURE OF A PTO EXECUTIVE BOARD MEMBER IS NOT IN THE BOX BELOW, THE FORM WILL BE RETURNED TO YOU, DELAYING PAYMENT.**

<b>REQUIRED SIGNATURE FOR APPROVAL:</b>
PTO Executive Board Member Name: _____
PTO Executive Board Member Signature: _____
<i>You are approving the expense as legitimate and certifying that goods/services have been received/rendered.</i>

Check one:

\_\_\_\_\_ Request to pay vendor directly. Invoice is attached. Check payable to: \_\_\_\_\_

\_\_\_\_\_ Personal reimbursement (check) directly to individual (**Total must be under \$600**).  
*Receipts MUST be accompanied with original itemized receipt and proof of payment. We **CANNOT** reimburse sales tax.*

\_\_\_\_\_ This expense will appear on the PTO credit card AND a copy of purchase invoice is attached.

Please mail OR return check to (include address:) \_\_\_\_\_

\_\_\_\_\_

**PTO Financial Policy – PERSON MAKING THIS REQUEST MUST INITIAL:**

\_\_\_\_\_ I CERTIFY THAT THE ATTACHED RECEIPTS AND/OR INVOICES REPRESENT LEGITIMATE EXPENSES INCURRED SOLELY FOR THE BENEFIT OF THE SCHOOL/PTO.

\_\_\_\_\_ I CERTIFY THAT I HAVE NOT BEEN PREVIOUSLY REIMBURSED FOR THESE EXPENSES AND AM STILL CURRENTLY DUE THIS REIMBURSEMENT.

\_\_\_\_\_ I CERTIFY THAT MY COMMITTEE OR EVENT CHAIRPERSON AND I DISCUSSED THESE EXPENSES BEFORE I INCURRED THEM ON BEHALF OF THE PTO.

**Reminder checklist for submission:**

- Itemized expenses listed on page two
- Itemized receipts attached
- Proof of payment attached, if applicable (e.g., credit card receipt or canceled check)
- For PTO credit card expenses or vendor invoices \$600 or more, W-9 is attached.

**PTO Budget Account – MUST CIRCLE ONE OR WRITE BELOW**

Membership	VP Fundraising	Enrichment Events	Clubs	Grade Level Parties	Room Reps	Volunteers Security Security	Service Projects	Misc	Grounds/ Building	Comms
<i>Elizabeth Thompson</i>	<i>Annika Bermudez</i>	<i>Amanda Duguid</i>	<i>Amanda Duguid</i>	<i>Erika Wagner</i>	<i>Erika Wagner</i>	<i>Sepi Sadeghpour</i>	<i>Michelle Kuban</i>	<i>Leah Follete</i>	<i>Mark Prescott</i>	<i>Sarah Nelson</i>
WU 101	Auction	Art Night	Odyssey of the Mind	Pre-K Parties	Pre-K Program	Hospitality /Staff Days	Service Projects	Presidents Discretionary	Grounds Projects	Printings
Red Apple	Boo Bash	International Festival	Math Club	Kinder Parties	Kinder Program	Volunteer Expenses	Recycling	Holiday Gift Cards	Grounds Maint.	Monday Folders
Back to School Bash	Fun Run	Junior Achievement	Name That Book	1 <sup>st</sup> Grade Parties	1 <sup>st</sup> Grade Program			Treasurer	Pond	Yearbook
Membership	Home Tour	STEM Night	Robotics Club	2 <sup>nd</sup> Grade Parties	2 <sup>nd</sup> Grade Program			Security	Garden	Website
New Family Events	Annual Family Donation Drive	Bluebonnet Breakfast	Theater Club	3 <sup>rd</sup> Grade Parties	3 <sup>rd</sup> Grade Heritage				Padres	Monthly Mustang
	West U Gear	Talent Show	Garden Club	4 <sup>th</sup> Grade Parties	4 <sup>th</sup> Grade TX State Fair					
	Book Fair	Positive Behavior Program	Triathlon Club	5 <sup>th</sup> Grade Parties	5 <sup>th</sup> Grade Graduation					
	Birthday Book Club		Brick Club		5th Grade field trip					
	Pavers		Chess Club		Class t-shirts					
	Lawn Signs		Green Club							

**Other Expense/Sub-account:** \_\_\_\_\_

**Itemize Expenses Here:**

VENDOR	DATE	INVOICE #	EXPENSE DETAIL Reminder: No Sales Tax	AMOUNT
1.				
2.				
3.				
4.				
5.				
6.				
7.				
<b>TOTAL FOR CHECK</b>				

**Please submit this *signed* Request for Payment form to the PTO Treasury/Finance box at the front office**  
 Questions about this form? Contact Casey Ball, Treasurer – Expense, at casey.m.ball@gmail.com.