

**HVERFORD MIDDLE SCHOOL PTO  
REQUEST FOR PAYMENT FORM**

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

AMOUNT TO BE PAID: \_\_\_\_\_

CHECK SHOULD BE MADE PAYABLE TO (PAYEE):

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>MAIL CHECK TO PAYEE AT ADDRESS ABOVE</b>	<b>CHECK ONE BELOW FOR METHOD OF DELIVERY OF PAYMENT</b>
<b>RETURN CHECK TO REQUESTOR AT HMS MAILBOX</b>	_____
<b>OTHER METHOD OF DELIVERY</b>	_____

PTO FUNCTION OR COMMITTEE? (IF SO, NAME OF FUNCTION OR COMMITTEE...EX, SCHOOL STORE, HOSPITALITY, PICNIC, HALLOWEEN PARTY, ETC..) OTHERWISE WRITE REASON FOR REQUEST.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECEIPTS ATTACHED? (CIRCLE) YES NO (IF NO, EXPLAIN)

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF REQUESTOR: \_\_\_\_\_

PRINTED NAME OF REQUESTOR: \_\_\_\_\_

PHONE NUMBER OF REQUESTOR: \_\_\_\_\_

TEACHERS ONLY: PRINCIPAL'S APPROVAL, IF REQUIRED:

\_\_\_\_\_

PLEASE PLACE COMPLETED FORM, ALONG WITH RECEIPTS, IN AN ENVELOPE ADDRESSED TO THE HMS PTO TREASURER IN THE PTO MAILBOX IN THE HMS MAIN OFFICE. IF A CHECK IS NEEDED IMMEDIATELY, PLEASE FOLLOW PAYMENT INSTRUCTIONS.

TREASURER'S USE ONLY:

CHECK # \_\_\_\_\_

DATE OF CHECK: \_\_\_\_\_

BUDGET CATEGORY: \_\_\_\_\_