

## TOMLINSON SCHOOL PTA PAYMENT REQUEST FORM

(Please review procedures in Treasurer's box before filling out form)

Date: \_\_\_\_\_ Requested By: \_\_\_\_\_  
(Please Print Name and Email)

Committee/Budget Line Item: \_\_\_\_\_

Description of Expense:  
\_\_\_\_\_

Committee Chairperson's Approval: \_\_\_\_\_

VP for Committee's Signature \_\_\_\_\_

President/President – Elect Signature \_\_\_\_\_

Amount: \_\_\_\_\_ Payable To: \_\_\_\_\_

Mailing Address for check:

Please send this form and your receipts to:  
Amy Young, PTA Treasurer c/o Tomlinson Middle School Office; ampyoung@gmail.com

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For Treasurer's use only:

Check Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Check Amount: \_\_\_\_\_