



**Hance
Elementary**

Hance Elementary PTO
Payment Request Form

Important: Please attach appropriate paperwork (invoices, receipts, contracts, etc.) to this form. Reimbursement and/or payment for goods/services cannot be processed without such documentation. Payment Request Forms should be placed in the Treasurer's Mailbox in the HPTO Office or emailed to hancetreasurerpto@gmail.com. Reimbursement and/or check requests made by a Wednesday will be paid on the following Friday.

Date Submitted: _____ Amount: \$ _____

Check Payable To: _____

Street Address: _____

City, State, Zip: _____

Description of goods or Services purchased:

Committee Budget to be charged: _____

Committee Chairperson Signature: _____

Chairperson phone number: _____

Chairperson email address: _____

QUESTIONS FOR THE TREASURER? Jen Gebrosky: hancetreasurerpto@gmail.com

For Treasurer Use: Paid by Check # _____ Date: _____