Request for Payment
GREENWOOD ELEMENTARY PTA

*** Please attach original receipts/invoice and self-addressed envelope ***

Requested By: __________________________________________________________ Date: __________

Requestor’s phone/e-mail: ______________________________________________

PAY TO: _____________________________________________________________ Amount: $__________

Deliver check to: ☐ Teacher/Staff Mailbox at School  ☐ Home Address  ☐ Vendor

Address, if mailing: _____________________________________________________

Committee or Activity: _________________________________________________

If submitting multiple receipts, please list the amount of each one here: __________________________

__________________________________________________________

Budget Category (If more than one applies, please indicate the amount for each):

☐ Art, Music & Movement
  ☐ Art Supplies
  ☐ Dance Program
  ☐ Instrumental Music
  ☐ Reflections
  ☐ Vocal Music

☐ Community Grants
☐ CONNECT Events
☐ Enrichment Program (Clubs)
☐ Equity Committee
☐ Field Day
☐ Fifth Grade Family Health Night (FLASH)
☐ Fifth Grade Graduation
☐ Fifth Grade Islandwood
☐ First-Aid/CPR Certification

☐ Fundraising
  ☐ Apparel
  ☐ Auction
  ☐ Direct Appeal
  ☐ Jog-A-Thon
  ☐ Sign-Ups
  ☐ Sporting Events

☐ Garden Maintenance
☐ Bike to School Month
☐ Movie Night
☐ Yearbook

☐ Kindergarten Snacks
☐ Literacy
☐ Assemblies
☐ Global Reading Challenge
☐ Guest Author Literacy Program
☐ Library Fund & Supplies
☐ Spelling Bee
☐ PE Equipment
☐ PTA Operating Expenses
☐ Copies/Printing
☐ Technology Support
☐ Membership Maintenance
☐ PTA Social Activities
☐ PTA Gift & Volunteer Appreciation Fund
☐ School Spirit Shirts
☐ Back to School Picnic
☐ Staff Appreciation
☐ Second Step
☐ STEM (robotics, science/math events)
☐ Student Care Coordinator
☐ Student Care Program
☐ Student Care: Enrichment Scholarships
☐ Teacher/Staff Allowance

☐ Other/Additional Notes: _______________________________________________

Scan this form and receipts and e-mail to treasurer@greenwoodpta.org.