



Manor PTA

OFFICE

150 Oak Manor Drive
Fairfax, CA 94930
www.manorpta.org

QUESTIONS?

PRESIDENT

Anne Capron
AnneCapron@sbcglobal.net

Request for PTA to Pay a Vendor Directly

***Step #1 PRE-APPROVAL:** (This step is for costs over \$100. Otherwise, skip to Step 2.) Before committing to a vendor, obtain approval from the PTA Board by submitting the top part of this form to the Treasurer's mailbox at the front office. It will be reviewed that Friday. If approved, a signed copy will be returned to the Treasurer's box for you to pick up. Use that copy for Step 2.*

Person Requesting Payment: _____

Description of Expense: _____

Estimated Amount: _____

PTA Board Approval: _____

Date approved: _____

***Step #2 REQUEST A CHECK:** Fill out the information below and submit to the Treasurer's mailbox. They will be reviewed by the PTA that Friday. Checks will be delivered the Friday after that.*

Person Requesting Check: _____

Invoice(s) Attached Total: _____

Description of Expense: _____

Make Check Payable To: _____

Check to be (circle one): Mailed Picked Up (from front office)

Mailing Address: _____

PTA Board Approval: _____

PTA Board Approval: _____

PTA Use Only:

Budget Item:

Paid:

Check Number:
