

WinterFaire Vendor Payment Form



Manor PTA

OFFICE

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

QUESTIONS?

PRESIDENT

Anne Capron
AnneCapron@sbcglobal.net

1. *Obtain invoice. If it's 8 1/2 x 11" or larger then staple to this form. If it's smaller than that, then tape to the backside of this form or onto another 8 1/2 x 11" sheet of paper.*
2. *Fill out this form and submit, with the invoice(s), to the WinterFaire mailbox in the school's front office.*
3. *It will be reviewed by the PTA that Friday. A check will be mailed or delivered to the front office the Friday after that. We will do our best to provide checks sooner than this schedule as needed.*

Person Submitting this Form: _____

Today's Date: _____

Your Phone or Email (for questions): _____

Description of Expense: _____

Invoices(s) Attached Total: \$ _____

Make Check Payable To: _____

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

Mailing Address: _____

PTA Use Only:

PTA Board Approval: _____

PTA Board Approval: _____

Date Approved: _____

Budget Item: _____

Paid: _____

Check Number: _____