

**REQUEST FOR PAYMENT FORM– HISD EMPLOYEE
WEST UNIVERSITY ELEMENTARY SCHOOL PTO
SCHOOL YEAR 2016 – 2017**



This form should be used by HISD employees who have already received an approved Purchase Request Authorization Form. Please submit this form with original itemized receipts and your approved Purchase Request Authorization Form. Please keep copies for your own records.

DATE: _____

AMOUNT (Detail Attached): _____

REQUESTED BY (print name): _____

Signature: _____

Phone & Email: _____

PAYEE (Check Payable to): _____

Check one:

- _____ Vendor is invoicing the school for this purchase.
- _____ Personal reimbursement directly to employee (Total must be under \$600).
Receipts MUST be accompanied with original itemized receipt and proof of payment. We cannot reimburse sales tax.

If personal reimbursement, check one:

- _____ Please mail to (include address): _____
- _____ Please return to: _____

Requester Initial Below:

- _____ I CERTIFY THAT THE ATTACHED RECEIPTS AND INVOICES REPRESENT LEGITIMATE EXPENSES INCURRED SOLELY FOR THE BENEFIT OF THE SCHOOL / PTO.
- _____ I CERTIFY THAT I HAVE NOT BEEN PREVIOUSLY REIMBURSED FOR THESE EXPENSES AND AM STILL CURRENTLY DUE THIS REIMBURSEMENT.

Checklist for submission:

- _____ Approved Purchase Authorization Form signed by Principal Threet and attached to this form.
- _____ Itemized expenses detailed on Page 2
- _____ Itemized Receipts attached
- _____ Proof of Payment attached (if requesting personal reimbursement)

FOR PTO USE

VP BUDGET APPROVAL: _____ TREASURER: _____

Please submit this Request for Payment form to the PTO Treasury lockbox in the school office
Questions about this form? Contact Suzanne Faulk, Assistant Treasurer at suzanne_faulk@hotmail.com

Itemize Expenses Here:

VENDOR	DATE	INVOICE #/TEACHER	EXPENSE DETAIL REMINDER: NO SALES TAX	AMOUNT
1.				
2.				
3.				
4.				
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30.				
TOTAL EXPENSES				