

FWES PTA Request to Pay Vendor

Please complete this form when requesting the PTA to pay a vendor directly for an expense (e.g., fieldtrips, equipment rentals under contract). **Please submit this form to the PTA Treasurer 10 days in advance of payment.**

Name _____ Phone #: _____

Amount of advance payment _____

Date check is needed: _____

Name to whom the check should be made _____

Is the check to be mailed to the vendor by the treasurer? _____

If so, to what address? _____

Event OR committee requesting advance _____

Comments or special instructions:

Signature _____ Date _____

Please Note: All required receipts OR a copy of the order form from purchases must be attached to the back of this form.



For Treasurer use only:

Date of Check: _____ Check No.: _____

Payable to: _____

Please attach a copy of the order form or invoice to this form and submit to the FWES PTA treasurer.