

RIVER PLAZA ELEMENTARY SCHOOL PFA REQUEST FOR PAYMENT

(Please attach an invoice or receipt and put completed form in PFA mailbox to the attention of the Treasurer)

Requestor Name: _____

Date of Request: _____ Amount of Check: _____

Make Check Payable To: _____

Purpose: _____

Committee to be Charged: _____

Committee Chairperson Approval: _____

(note: Committee Chairperson approval must be obtained for all purchases)

NOTICE

SIGNATURE OF PFA PRESIDENT IS REQUIRED FOR ALL REQUESTS OF \$750 AND OVER

I acknowledge and approve this request of \$750 and over

PFA President Signature: _____

For Treasurer's Use Only

Date Check Issued: _____ Check Number: _____

Treasurer's Signature: _____

Check requests will be taken from the PFA mailbox approximately twice a week and payments will be mailed directly to the vendor. If you would prefer to have the check returned to you, please indicate that below. Questions should be directed to Val Mastropaolo, PFA Treasurer, at 732-241-00600 or via email at mastrojv@verizon.net.

_____ Please place the check in the PFA mailbox for my personal pick-up.

_____ Please send the check via mail. I have enclosed a self-addressed stamped envelope.

_____ Please send the check home with my child.

Student's name _____ Teacher _____