



## Ravensworth PTA 2019-20 PTA Payment Request

2019-20 Treasurer: Sarah Archer-Beck, 9194 Lake Braddock Dr, Burke VA 22015  
E-Mail: [treasurer@ravensworthpta.org](mailto:treasurer@ravensworthpta.org) Phone: 703-967-7736

**PLEASE COMPLETE AND SUBMIT THE FOLLOWING:**

Requestor's Name: \_\_\_\_\_

Phone # or Email: \_\_\_\_\_

Date: \_\_\_\_\_

Purpose of Expense and/or Budget Account Name: \_\_\_\_\_

**TYPE OF PAYMENT REQUESTED:**

- Reimbursement Attach original receipts. All reimbursements must have receipts.  
Payment request must be submitted within 30 days of expenditure
- Direct Payment to Vendor Attach original invoice or contract.

**CHECK INSTRUCTIONS:**

Check Payable To: \_\_\_\_\_

Mail Check To: Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**DESCRIPTION OF EXPENSE(S):**

Date:	Description	Amount
	Total:	

*For use by Treasurer*

Check Number: \_\_\_\_\_ Date: \_\_\_\_\_ Expense Category: \_\_\_\_\_

Verified by: \_\_\_\_\_ Treasurer: \_\_\_\_\_

**ALL PTA RECORDS AUDITED ON AN ANNUAL BASIS**