

Mark Twain PTO Vendor Payment Form



- Instructions:
1. Fill all fields of the form below; incomplete forms will not be processed. PLEASE PRINT!
 2. Staple the original invoice to the form.
 3. Place the form and receipts in the Treasures box in the Parent Workroom. DO NOT email forms to the treasurer. Only forms left in the workroom will be processed.

Vendor: _____ Date of Request: _____
 Vendor Address _____
 Vendor Tax ID _____ Mark Twain Acct Number: _____

Budget expense is to be charged to: _____
(Please choose from the categories listed at the bottom of the page)

Total amount of invoice \$ _____ Invoice Due Date: _____
 Invoice Number _____ Does Invoice include sales tax? Y or N

Special Delivery Instructions (unless noted check will be left in your box or the treasurers drop box in the parent workroom)

Brief description of what purchased on behalf of the PTO:

Is this a recurring invoice please note the billing cycle and the length of commitment made on behalf of the PTO _____

IF this is a prepayment please note the anticipated receipt of goods and dispute process negotiated with vendor

Chairman Approval _____
 (Required for Huckleberry Bash and Spooky Spaghetti)

Signature _____

Budget Categories:

Revenue Generating Expenses	Expenses	Funds
Huckleberry Bash	International Events	5 th Grade
Sally Foster	Staff Appreciation	Teacher Supply
Membership	Hospitality	Strategic Planning
Spooky Spaghetti	Facilities / Safety	Classroom Socials
Dads Club	Recruiting	Mark Twain
Book Fair	Parent Education	
School Store	Arts Enrichment	
Bingo	PTO President	

Yearbook	Bank Fees	
Directory	Treasurer Supplies	
5 th Grade Fundraising	Website Maintenance	
	Dual Language	
	Grade Rep Funds	