



PAYMENT REQUEST FORM

- Attach receipts or invoice to this voucher
- Multiple line items can be itemized with one request form (specify breakdown)
- Questions? Email treasurer@lwptsa.net

FOR TREASURER'S USE ONLY	
INVOICE #	_____
CHECK #	_____
CHECK AMOUNT	_____
DATE PAID	_____
ACCOUNT	_____
<input type="checkbox"/>	ENTERED IN FINANCIAL SOFTWARE

DATE: _____

BUDGET LINES (COMMITTEE or ACTIVITY): _____

ITEMS OR SERVICES PURCHASED: _____

AMOUNT OF PURCHASE OR INVOICE: \$ _____

RECEIPTS OR INVOICE ATTACHED? (circle one) YES NO (If no, explain)

Remit payment to:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Submitted by:

SIGNATURE: _____

PHONE: _____ E-MAIL: _____

Approved by (committee chair or board member):

SIGNATURE: _____

PHONE: _____ E-MAIL: _____

Send completed forms and receipts/invoice: By email to treasurer@lwptsa.net or by mail to PO Box 97039, Redmond, WA 98073 or through intra-district mail to LWPTSA Council at the LWSD Resource Center