

Wayland Public Schools PTO
Payment Request Form

Directions: Please complete form legibly and allow seven days for processing.

Form Completed by: _____ Date: _____

How to contact you with questions: _____

Email address: _____

Payee Information

Amount of Payment _____ Due Date for Payment _____

Invoice or Cover Letter Attached? Yes No

Receipts attached? Yes No

Payee Name and Address:

Description of Payment:

Accounting Information

School (circle) High Middle Claypit Loker Happy Hollow Joint Elem.

Grade _____ (if applicable)

Wish List Item Number _____ (if applicable)

Account (circle)

- | | | |
|------------------------------|---------------------------|--------------------------|
| 4110 Apparel | 6112 Building/Grounds | 6280 Principal's Fund |
| 4120 Book Fair | 6114 Cultural Enrich | 6282 Student Support |
| 4130 Calendar/Directory | 6116 Gr Level Activities | 6420 METCO |
| 4160 School Pictures | 6118 Gr Level Enrich | 6440 Green Team Projects |
| 4182 Spring Choice Fndraiser | 6124 Perf Arts Activities | 6460 Joint PTO Mtgs. |
| 4185 Test Prep | 6125 Student Activities | 6466 Wayland Youth |
| 4190 Wrapping Paper | 6132 Residency | 6468 Family Events |
| 4195 Other Sales | 6190 Curriculum Mat'ls | 6470 Late Night Exp. |
| 4520 WMS Play | 6210 Teacher Supplies | 6508 Hospitality |
| 4600 Social Events | 6220 Staff/House Grants | 6540 Newsletter |
| 6110 Author/Illustrator | 6240 Staff Apprec. | 6580 Operating Exp. |
| | 6244 Team Building | 6800 Wish List/Capital |

Approvals

Committee Head Approval: _____ Date: _____

Treasurer's Approval: _____ Date: _____