

Wayland Public Schools PTO Payment Request Form

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

Form Completed by: _____ Date: _____
 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)

Account (circle)

4110 Apparel	4600 Social Events	6132 Residency	6440 Green Team
4120 Book Fair	4640 Late Night Dontaions	6180 Chinese Exchange	6460 PTO Speakers
4160 School Pictures	4820 Other Income	6190 Curriculum Mat'ls	6466 Wayland Youth
4182 Spring Choice Fndraiser	6108 Art Show	6210 Teacher Supplies	6468 Family Events
4195 Other Sales	6110 Author/Illustrator	6220 Staff/House Grants	6470 Late Night Exp.
4220 Appeal/Dues/GYC	6112 Building/Grounds	6240 Staff Apprec.	6508 Hospitality
4240 Donations – Other	6114 Cultural Enrich.	6244 Team Building	6540 Newsletter
4242 5 th Grade Donations	6116 Gr Level Activities	6280 Principal's Fund	6580 Operating Exp.
4243 5 th Grade net-zero events	6117 5 th Grade Expenses	6282 Student Support	6800 Wish List
4280 China Exchange	6118 Gr Level Enrich	6420 METCO	
4400 Auction	6125 Student Activities	6422 Community Svc.	

Approvals

Committee Head Approval: _____ Date: _____

Treasurer's Approval: _____ Date: _____