

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.
 Townwide Grade _____ (if applicable)

Account (circle):

4110 Apparel	4600 Social Events	6132 Residency	6422 Community Svc.
4120 Book Fair	4640 Late Night Dontaions	6180 Chinese Exchange	6440 Green Team
4160 School Pictures	4820 Other Income	6190 Curriculum Mat'ls	6460 PTO Speakers
4182 Spring Choice Fndraiser	6108 Art Show	6210 Teacher Supplies	6466 Wayland Youth
4195 Other Sales	6110 Author/Illustrator	6200 Staff Support	6468 Family Events
4220 Appeal/Dues/GYC	6112 Building/Grounds	6220 Staff/House Grants	6470 Late Night Exp.
4240 Donations – Other	6114 Cultural Enrich.	6240 Staff Appreciation	6508 Hospitality
4242 5 th Grade Donations	6116 Gr Level Activities	6244 Team Building	6580 Operating Exp.
4243 5 th Grade net-zero events	6117 5 th Grade Expenses	6280 Principal's Discretionary Fund	6590 Townwide Operating Exp.
4280 China Exchange	6118 Gr Level Enrich	6282 Student Support	6800 Wish List
4400 Auction	6125 Student Activities	6420 METCO	

Approvals

Committee Head Approval: _____ Date: _____

Treasurer's Approval: _____ Date: _____