

Please email the completed form to:  
TreasurerAssistant@OvertonParkPTA.org and  
Treasurer@OvertonParkPTA.org

ATTACH ORIGINAL  
RECEIPTS OR INVOICE

**Request for Vendor Payment and  
Reimbursement Form for Expenditures  
Overton Park Elementary School PTA  
School Year 2021-2022**

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Committee/Budget Category: \_\_\_\_\_

Merchant: \_\_\_\_\_

Address (if mailed): \_\_\_\_\_

For what BUDGETED item(s) is this purchase	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL (no sales tax)	_____

- CHECK ONE:**  
 Reimburse me  
 Pay merchant from this invoice  
 Pay when merchant sends statement

I have reviewed this disbursement request and approve this expenditure.

OPE Board Member Signature: \_\_\_\_\_

*If you are a Committe Member, please ask your PTA Board Chair or Committee Chairperson to sign here to approve the expense.*

Date \_\_\_\_\_