

Please email the completed form to:

TreasurerAssistant@OvertonParkPTA.org and

Treasurer@OvertonParkPTA.org

ATTACH ORIGINAL
RECEIPTS OR INVOICE

OPE Faculty/ Staff

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 (*Please remember that OPE PTA cannot reimburse
for Sales Tax. Please give the vendor a copy of the OPE PTA
Exemption Certificate)

CHECK ONE:

- Reimburse me
- Pay merchant from this invoice
- Pay when merchant sends statement
- I have reviewed this disbursement request and approve this expenditure.

Faculty/Staff Signature _____
**Sandy Haro or Connie Smith must sign here to approve all
Teacher Classroom Supplements expense reimbursements.*

Date _____