



**2009-2010**  
**Westminster P.T.O.**  
**Payment/Deposit/Advance/**  
**Reimbursement**  
**Request Form**

**Date of Request:** \_\_\_\_\_

**Check Made Payable to:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Payment will be sent back via backpack unless you specify otherwise.**

**Person Making Request:** \_\_\_\_\_

**Phone # of Requestor:** \_\_\_\_\_ **Committee:** \_\_\_\_\_

**Purpose of Funds (used for what?):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Committee Chair Signature:** \_\_\_\_\_

**\*\*\* Please attach all appropriate receipts, contracts, invoices, etc. to this request form so that payment may be processed.**

**Leave this completed form in the P.T.O. Mailbox in either school. Please plan ahead and allow for adequate time to process requests. *Please contact me directly if you need payment immediately.***

**Any questions, call Amy Hatzopoulos, P.T.O. Treasurer, 978-874-0161 or email [amyconrad@ren.com](mailto:amyconrad@ren.com)**

Treasurer Use
Date _____
Check # _____
Amount _____
Account _____