

Finneytown Elementary

# Request for payment



*everychild.one voice.*

Date: \_\_\_\_\_

Person requesting money \_\_\_\_\_ Phone \_\_\_\_\_

Make check payable to (if different) \_\_\_\_\_

Send payment to \_\_\_\_\_

Event/Activity \_\_\_\_\_

Budget Category \_\_\_\_\_

List of expenses items:

(please attach original receipts/invoices/time sheets to back of form in upper  corner)

Description

Amount

Total \_\_\_\_\_

Requests received by Friday will have checks issued by following Wednesday

Send form via pony to **Whitaker** or

Mail to: Amanda Angert  
1006 Harbury Drive  
Cincinnati, OH 45224

Treasurer's Use Only

Check # \_\_\_\_\_

Amount Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

Delivered: Mail Pony In-person