

Sharonville Elementary PFO Payment Request Form

Please return the completed form and copies of all receipts and/or proper documentation to PFO Treasurer. To do so, you may email the forms or place them in the PFO Treasurer's envelope located in the school's PFO mailbox.

If you are requesting funds that are not budgeted, please present the matter at a PFO meeting or notify the PFO President, Vice President, and Treasurer.

Date of Request		
<i>Requester Information</i>	Name	
	Phone	
	Email	
Reason for Request		
Budget Category (Viking Store, Hospitality, Santa's Corner, etc.)		
Amount Requested	\$	
Make Check Payable to		
Date Check Needed		
Number of Documents Attached		
<input type="checkbox"/> Will pick up at next PFO Meeting. <input type="checkbox"/> Please contact me to make arrangements to pick up check.		

* Requests cannot be processed without receipts or proper documentation. *

If you have any questions or concerns,
email the PFO Treasurer:

pfotreasurer.sharonville@gmail.com

PFO Treasurer Use Only	
Check Number	
Issue Date	
PFO Treasurer Signature	

*** If receiving money in advance, I understand that I am still required to provide receipts. ***

Signature Required Upon Receipt of Check	Date Received