



PAYMENT REQUEST FORM (updated 11/2021)

Step #1: General Information

PAY TO:	AMOUNT:	\$			
	DATE REQUESTED:				
ADDRESS:	DATE REQUIRED:				
	EMAIL ADDRESS:				
	PHONE #:				
EXPENSE DESCRIPTION:					
REQUESTED BY:					
REQUEST FOR: (check one)	OOHS BAND	OOHS CHOIR	OOHS ORCHESTRA	OOHS THEATER	POPARTS EXPENSE
	OOMS BAND	OOMS CHOIR	OOMS ORCHESTRA		
DISTRIBUTION: (check one)	School Mailbox,		Check One - OOHS OOMS		
	Pick Up at OOHS Main Office				
	U.S. Mail – did you fill out the address box above?				
	Zelle; Zelle Email Address: _____				

EXPENSE DESCRIPTION: Please attach required receipts, invoices, contracts or other supporting documentation.

Step #2: Director Approval

Please note how this was funded including description:

BUDGET ITEM:	FUNDRAISER/OTHER:
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DIRECTOR SIGNATURE:

Step #3: Pop Arts Treasurer Comments

Comments:

Check # _____ Date Issued _____

Or

Zelle Conformation # _____ Delivery Date _____