



# PAYMENT REQUEST FORM (updated 10/2017)

## 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    OBMS CHOIR    OBMS ORCHESTRA	
DISTRIBUTION: (check one)	School Mailbox,                      Check One -    OOHS    OOMS    OBMS	
	Pick Up at OOHS Office	
	U.S. Mail – did you fill out the address box above?	
	QuickPay; QuickPay 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:
--------------	-------------------

DIRECTOR SIGNATURE:

## Step #3: Pop Arts Treasurer Comments

Comments:

Check # \_\_\_\_\_ Date Issued \_\_\_\_\_  
Or  
QuickPay Conformation # \_\_\_\_\_ Delivery Date \_\_\_\_\_