



**Westergard Elementary PTO
Direct Purchase Request Form**

*Please use this form to request a direct purchase/direct payment made by the PTO for previously approved spending. Requests should be submitted to the PTO Mailbox in the front office at least **10 business days in advance**.*

Where applicable, please attach copies of invoices, contracts or other pertinent information (e.g. website address for online purchases). Use the notes section below to provide further detail and/or instructions to ensure prompt processing of this request. Specific guidelines and policies for using this form can be found at www.georgewestergardpto.org.

Date: _____

Requested by: _____ Grade/Classroom: _____

Vendor/Business Name: _____

Address (if check to be mailed): _____

Requested payment amount: \$ _____ Circle one: Direct Purchase **OR** Direct Payment

Approved PTO spending category (check one):

Stipend: _____ Grade/Dept. grant: _____ Special Funding (SFR): _____ Event: _____

Notes: _____

Treasurer Approval: _____ Date: _____ Check #: _____ Budget Line: _____