

Credit Card Request

Windermere Elementary School PTO

Committee:

Committee chair:

Program:

Program director:

Administrative
 Leave blank and mark here for expenses not associated with a committee.

Leave blank for expenses not associated with a program.

Vendor:

Ordering instructions:
 Link sent by email or text

Invoice or reference #:

Within budget
 Out of budget:

Expense summary:		Expense details	#	Amount Each	Total
a				\$	\$
b				\$	\$
c				\$	\$
d				\$	\$
e				\$	\$
f				\$	\$
g				\$	\$
Total expense:				\$	

Requester's signature:

Authorizing signature:

Date: / /

Date: / /

Expenses for a standing committee must be authorized by that committee's chair, the president, or the vice president. Administrative expenses must be authorized by the president or the vice president. Supporting documentation such as invoices or receipts must be attached. The cardholder cannot make a purchase without receiving this completed form. Please allow for at least 5 business days after authorization.

Cardholder's signature:			Notes	
Received:	/ /	Amount		
Transaction date:	/ /	\$		
Confirmation #:				

revised 2019-06-18

Treasurer's signature:			Line Item	Amount	Notes
Received:	/ /			\$	
Recorded:				\$	
				\$	