

# Tilden Middle School PTSA Request for Payment

Please record on this form all purchases, services, and other expenses incurred on behalf of the Tilden PTSA. This form should also be used to request payment to a vendor providing services to the PTSA. Please note that I do not reimburse without a receipt / bill / invoice / statement. Please do not leave loose receipts or checks in my box.

Use one form for all receipts to be paid to one person/company. **Attach** all receipts, invoices, statements, etc. Place in the treasurer's folder in the office or deliver/mail to:

**Suzanne Mozayeni**  
**11412 Luxmanor Road**  
**Rockville, MD 20852**  
**e-mail: smozayeni@me.com**

Total amount of expense: \$\_\_\_\_\_

Check requested by: \_\_\_\_\_

Signature & Date \_\_\_\_\_  
(This must be a different person than the Committee/chair/officer signature below)

Committee/budget line to be charged: \_\_\_\_\_

Purpose: \_\_\_\_\_

Itemization of expenses: \_\_\_\_\_

Check payable to: (please include name, address, & phone #):

---

---

---

Committee chair/officer approval:

\_\_\_\_\_

(Signature)

(Date)

**\*\*\* DO NOT FORGET TO ATTACH RECEIPTS\*\*\***

For Treasurer's use only:

Paid by check number: \_\_\_\_\_ Date: \_\_\_\_\_