

THE WILDWOOD PGO

BUILDING COMMUNITY; CREATING OPPORTUNITY

OUR MISSION IS TO SUPPORT COMMUNITY BUILDING, ENRICHMENT, AND EQUITY FOR ALL CHILDREN AT
WILDWOOD ELEMENTARY SCHOOL

FORM 3 - REQUEST FOR PAYMENT

for approved Field Trips, Events, Projects and Minigrants

1. Use this form to get payment for a vendor or reimbursement for yourself if you have paid out of pocket for AN APPROVED Field Trip, Event, Project or Minigrant.
2. Fill out FORM 3 (this form; Request for payment form) for payment.
3. Please attach an invoice or statement or receipt for payment.
4. Put into PGO Mailbox in Front office
5. The Wildwood PGO will write a check to vendor or reimburse you with a check.

Date: _____ Grade Level: _____

Request is from: _____

Committee name or teacher(s) name

Project, Event, or Field Trip: _____

PAYMENT FOR FIELD TRIP, EVENT OR PROJECT

Amount requested: _____

I WANT THE PGO TO PAY THE VENDOR:

Check(s) payable for fieldtrip/event/project to: _____

Date check needed by: _____

Person requesting. Print name and sign. _____

I will pay the vendor myself with a WW PGO-issued check.

Please mail the check to the vendor directly at the following address with the following note(s):

Vendor's Address to which check should be sent: _____

I HAVE PAID FOR THE EVENT/PROJECT AND WOULD LIKE TO BE REIMBURSED

Check(s) payable for fieldtrip/event/project to: _____

Date check needed by: _____

Person requesting. Print name and sign. _____

For PGO use only:

PAYMENT METHOD:

CHECK #:

PAID TO:

DATE ISSUED: