



# Payment Request

Complete this form and put it in the Blendon PTO mailbox in the school office or mail it to:  
Blendon PTO Treasurer c/o Blendon MS, 223 S. Otterbein Ave., Westerville, OH 43081.

PRINT CLEARLY OR TYPE.

Budget Category: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

<input type="checkbox"/> Reimbursement (attach original receipts)		Write check out to:	Send to:
<input type="checkbox"/> Please order the items listed below and pay the vendor directly.	Vendor:		
	Phone:		
	Web:		
<input type="checkbox"/> Please pay the attached invoice.			

Description of request/order details:

Officer Signature (if required): \_\_\_\_\_

Date Received \_\_\_\_\_

Date Sent \_\_\_\_\_

Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_