

KENTRIDGE PTSA
July, 2008

INVOICE PAYMENT FORM

The Invoice Payment Form (pink) is completed when merchandise/services have been ordered and the company sends an invoice with their product. **All invoices must be made out to Kentridge High School PTSA in order for us to make payment.**

Please complete the top portion, including your name, phone, date, and the committee that made the order (i.e. boys' soccer, band, wrestling, etc.).

Briefly describe the event/activity (i.e. Boys' soccer ordered 15 new balls)

Indicate whether this activity was associated with fundraising.

List the name of the company that provided the service.

List the invoice(s) and the amounts of each.

Add and record the total amount of the invoice(s).

Indicate who the check is to be made payable to.

Select specific check delivery instructions.

Attach the invoice(s) with this form and place in the PTSA mailbox in the Kentridge office in the big manila folder marked: Treasurer/Robin. If the manila envelope is not there, put the paperwork in a regular envelope with Treasurer/Robin marked on the front and leave in the mailbox. Please also send a quick email to Robin, notifying her that the paperwork is in the box. In most cases, checks are set up to be paid through our automated check delivery system, which can take 7 to 10 days. Please take into account this time frame when requesting payments. In some situations, the invoice must be paid immediately and in those cases, please call the treasurer and make arrangements.

It's always good to make a copy of your paperwork!

ONLY PTSA MEMBERS ARE AUTHORIZED TO HANDLE MONEY!