



SJLES PTA Direct Payment or Debit Card Transaction Request Form

Date: \_\_\_\_\_

Pre Tax Amount: \_\_\_\_\_

Charge to:    Event     Operating Exp     Grant Program     Other

(Examples; Rental for Turkey Trot, Zoom payment, May Day Pizza, Membership Dues, Special projects,etc)

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

\_\_\_\_\_

Itemized Expense: \_\_\_\_\_

\_\_\_\_\_

Link to item to be purchased:

\_\_\_\_\_

Committee Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

(if applicable)

Bank Signatory Signature \_\_\_\_\_ Date \_\_\_\_\_

(required - VP Finance or President)

Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_

(required)