

Request for Payment
Oakland Terrace Elementary School

Please make check payable to: _____

Amount: \$ _____

Budget line item to be charged: _____

Purpose: _____

Itemization of Expenses:

Prepared by: _____
(Signature and Date)

Approval : _____
(Signature and Date)

Receipts or other supporting documentation MUST be attached

Paid by Check No.: _____

Date _____