

# Oak Hill Elementary School PTO Direct Payment Form

Date Submitted: \_\_\_\_\_ Date Payment Due: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Pay To The Order of: \_\_\_\_\_ Phone # \_\_\_\_\_  
 (print name to appear on check)

- Send Directly to Address: \_\_\_\_\_  
 Return through school: \_\_\_\_\_  
 (name of child's teacher/grade)

Disbursement Event (reason for expense) **PLEASE REMEMBER TO ATTACH RECEIPTS**

Expense	Date	Amount	Description of item(s)
5th Grade Graduation		\$	
Administration		\$	
Birthday Book Club		\$	
Black and White Event		\$	
Book Club Incentives		\$	
Classroom Supplies		\$	
Computer Lab		\$	
Cultural Arts Assemblies		\$	
Enrichment Programs		\$	
Fall Family Dinner		\$	
Grandparents Day		\$	
Grounds Beautification		\$	
Holiday Shop		\$	
Media Books		\$	
Parent Involvement		\$	
Parking Lot Safety		\$	
Pastries with Parents		\$	
Playground Supplies		\$	
Presidents Fund		\$	
PTO Bulletin Board		\$	
School Store		\$	
Science Fair		\$	
Spring Fair		\$	
Spirit Wear		\$	
Staff Appreciation		\$	
Student Achieve. Awards		\$	
Student Assistance		\$	
Student Enrichment		\$	
Talent Show		\$	
Teacher Appreciation		\$	
Teacher Conf. Fund		\$	
Technology		\$	
Testing Incentives		\$	
Volunteer Appreciation		\$	
Yearbook		\$	
Other		\$	
Total		\$	

Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount \$: \_\_\_\_\_

Issuing Officer: \_\_\_\_\_ (Treasurer/Other)