

WILSON PTA PURCHASE REQUISITION FORM 2019-2020

FOR INTERNAL USE ONLY	
PTA Budget Year	
Expense Line	
Date Check Provided/Written	
Check Number	

Date of Requisition:	
Purchase Requested by:	
Reason for Request:	
Amount of Request:	
Check Made Payable to:	
Date Check Needed by*:	
Approved by:	

- ❖ All requisition forms must have a receipt attached to the forms for repayment to be made.
- ❖ All requisition received by the 15th of the month to be paid by (at the most) the last day of the month.
- ❖ All requisition received after the 15th of the month to be paid by (at the most) the 14th of the next month.
- ❖ If a check is needed by a certain date you must indicate that date and have expedition approval from the President.
- ❖ When submitting a requisition please notify the treasure and/or other board member if placing in the PTA bin @ school so that it is not over looked.
- ❖ All requisition forms need to be turned in to the treasure by June 15th; books close yearly on June 30th.

2019/2020 PTA EXECUTIVE BOARD MEMBERS

President: Bridget Welte

Vice-President of Fundraising: Jenn Kusic

Vice- President of Committees: Candell Looman

Treasurer: April Zakutney / 412-737-0398 / a.zakutney@gmail.com

Secretary: Kelly Boyle

Principal: Rachel Gray