

# WILSON PTA PURCHASE REQUISITION FORM 2017-2018

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

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

- \* All requisition forms must have a receipt attached to the form for repayment to be made.
- \* All requisitions received by the 15th of the month to be paid by (at the most) the last day of the month.
- \* All requisitions 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 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 treasurer by June 15th, books close yearly June 30th.

**2017/2018 PTA EXECUTIVE BOARD MEMBERS**

President: Jennifer Resio

Vice-President of Fundraising: Jennifer Kusic

Vice-President of Committees: Bridget Welte

Treasurer: Laura Burns (330)573-8424; lauraburns16@yahoo.com

Secretary: Shannon Kumpfmiller

Principal: Rachel Gray