

**MIRAMONTE HIGH SCHOOL PARENTS' CLUB
REQUEST FOR PAYMENT OF EXPENSES**

Requested by: Name: _____

Club Position: _____

Phone: _____

Signature: _____

Date: Requested: _____ Needed: _____

Payable To: Name: _____

Address: _____

Payee email address: _____

Description of Expense: _____

Budget item to be charged: _____

(e.g., Career Center, Speech Club, Yearbook Ad, etc...- Please refer to PC Budget)

Total amount requested: \$ _____

Please attach the appropriate invoice(s), purchase order(s), and/or receipts to support payment. Also, please submit a separate request form for each check requested.

Send request for payment to: Jessica Kelly

E-mail: Treasurer@mhspc.org

*****PLEASE ALLOW UP TO 2 WEEKS FOR CHECK TO BE RECEIVED*****

Call or email for urgent requests.