

**FENN PARENTS ASSOCIATION  
PAYMENT REQUEST / DEPOSIT OF FUNDS  
2022 - 2023**

**PLEASE CIRCLE APPROPRIATE OPTION**

<b>PAYMENT REQUEST</b>	<b>DEPOSIT OF FUNDS</b>
------------------------	-------------------------

**PLEASE COMPLETE THIS SECTION FOR PAYMENT REQUESTS AND DEPOSITS**

<b>Total Amount of Request or Deposit</b>	
<b>Event Name and Date</b>	
<b>Grade(s) Involved</b>	
<b>Requestor Name</b>	
<b>Requestor Email Address</b>	
<b>Expense Approved by <i>[PA Board Member Name]</i></b>	

**PLEASE COMPLETE THIS SECTION FOR PAYMENT REQUESTS ONLY**

<b>Payee Name</b>	
<b>Payee Mailing Address</b>	
<b>Payee Phone Number</b>	

**PLEASE COMPLETE THIS SECTION FOR DEPOSIT OF FUNDS ONLY**

<b>Number of Checks Included <i>[must be payable to <u>Fenn PA</u>]</i></b>	
<b>Number of Bills by Denomination</b>	<b>\$1_____ \$5_____ \$10_____ \$20_____ \$50_____ \$100_____</b>

**Payment Requests:** Please submit completed form with invoices /receipts via email to [tanya.oblak@gmail.com](mailto:tanya.oblak@gmail.com).

**Deposit of Funds:** Please submit completed form with cash/checks to Karen Viola in Fenn's Advancement Office.