

**FENN PARENTS ASSOCIATION
PAYMENT REQUEST / DEPOSIT OF FUNDS
2023 - 2024**

PLEASE CIRCLE APPROPRIATE OPTION

PAYMENT REQUEST	DEPOSIT OF FUNDS
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PLEASE COMPLETE THIS SECTION FOR PAYMENT REQUESTS AND DEPOSITS

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

PLEASE COMPLETE THIS SECTION FOR PAYMENT REQUESTS ONLY

Payee Name	
Payee Mailing Address	
Payee Phone Number	

PLEASE COMPLETE THIS SECTION FOR DEPOSIT OF FUNDS ONLY

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

Payment Requests: Please submit completed form with invoices /receipts via email to Jill Mavro.

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