

## ST. FRANCIS de SALES PTO – PAYMENT TO VENDOR

|   |           |
|---|-----------|
| DATE                                    |           |
| NAME (FIRST AND LAST)                   |           |
| PHONE                                   |           |
| EMAIL ADDRESS                           |           |
| CHILD'S NAME                            |           |
| CHILD'S CLASSROOM                       |           |
| HOME ADDRESS                            |           |
|   |           |
| COMMITTEE/EVENT                         |           |
| TOTAL TO BE PAID TO VENDOR              | \$        |
| DATE NEEDED                             |           |
| DESCRIPTION OF ITEM TO BE PURCHASED     |           |
| CHECK SHOULD BE SENT DIRECTLY TO VENDOR | YES OR NO |
| SPECIAL INSTRUCTIONS                    |           |

### PROCEDURE:

1. Please complete the **PAYMENT TO VENDOR** form.
2. Include invoice for item(s) to be purchased.
3. Make a copy of all your documentation for your own records.
4. Place all documentation in an envelope labeled "PTO TREASURER".
5. Send the envelope to the school office and it will be placed in the school safe.

### TIMELINE:

1. Please give at least **2 weeks** notice.
2. PTO Treasurer will pick up documentation from the school office during the month.
3. The payment will be processed and check mailed to meet the requested date, assuming sufficient notice is given.
4. If requested, the check will be mailed directly to the vendor.
5. Otherwise, the check will be sent to you:
  - If the payment is less than \$150, the check will be sent via school mail.
  - If the payment is more than \$150, the check will be sent via USPS.

### PLEASE NOTE:

1. All reimbursements over \$2,500 require special processing and will take more time.
2. The PTO is a not-for-profit organization. Please use the Catholic School Tax-Exempt Letter.  
**Sales tax will not be reimbursed.**

*Please contact Jason Van Puymbroeck at [sfspto.tr@gmail.com](mailto:sfspto.tr@gmail.com) with any questions.*