



Willoughby Public School P&C Association PAYMENT REQUEST FORM

To be completed by person requesting payment:

Requested By:

Telephone:

For (provide name of event and brief description of what the cheque is for):

Amount:

Option 1: payment by direct credit

Account Name:

BSB:

Account Number:

Option 2: payment by cheque

Payable to:

Delivery Preference (i.e., mail to vendor, leave in Treasurer box at school, etc..)

Below to be completed by P&C Treasurer

Payment Made

Amount:

Date:

Transaction Number / Cheque Number:

Signatory 1:

Signatory 2: