



Credit Card Charge Request Form

Please include all receipts or invoices when turning form in to one of the following PTSO treasury board members.

Brianna Hewitt- chair@ovoptso.org

Angela Rios- treasurer@ovoptso.org

Kayla Chelton- headgradetreasurer@ovoptso.org

Date: _____

Name of requestor: _____

Charge amount: _____ Date needed by: _____

Description of purpose: _____

TO BE FILLED OUT BY AUTHORIZED CREDIT CARD USER

Date credit card was used:	
Amount:	
Where credit card was used:	
Event or line item used for:	
Approved and used by:	

Treasurer's use only

Budget line item:	Reconciled:
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