



Payment - Request Form

Pennsylvania Music Educators Association **District** 3

☐ Request for Payment of Invoices

Please issue a check for the following purchases (**attach invoice**)

☐ Request for Reimbursement of Expenses

Please reimburse the following personal expenses (**attach receipts - on back**)

Date of Request		Requested by	
Invoice Date	Invoice #	Total Amount Due	
Items purchased, Services Rendered, Mileage (.56 a mile current IRS) <div style="background-color: yellow; height: 40px; width: 100%;"></div>			
Special Notes (what type of festival etc) <div style="background-color: yellow; height: 40px; width: 100%;"></div>			
Make Check Payable to <div style="background-color: yellow; height: 40px; width: 100%;"></div>			
Company/ Dept./Individual <div style="background-color: yellow; height: 40px; width: 100%;"></div>			
Mailing Address <div style="background-color: yellow; height: 40px; width: 100%;"></div>			
City/State/Zip <div style="background-color: yellow; height: 40px; width: 100%;"></div>			
Approved by (PMEA District Officer) <div style="background-color: yellow; height: 40px; width: 100%;"></div>			

Expense Categories

Stationary	_____
Postage	_____
Printing	_____
Office Supplies	_____
Telephone	_____
District Meetings	_____
Other Meetings	_____
President Expense	_____
V.P. Expense	_____
Secretary Expense	_____
Host Expense	_____
Honorarium	_____
Librarians	_____
Dues	_____
Scholarships	_____
Bond	_____
Royalty	_____
Medals	_____
Plaques	_____
Honors Band	_____
Honors Choir	_____
Honors Orchestra	_____
C/I workshops	_____
Renewals	_____
Miscellaneous	_____
Other	_____

Mail to:
Tom Koharchik
D3 Treasurer
Freeport Area Senior High
625 South Pike Road
Sarver, PA 16055

2nd sheet of NCR is District's copy

