



PTO Invoiced Account Approval Request

Please submit this request if you have used a vendor for pre-approved items/services and the vendor will be invoicing St. Lawrence on account. Please include copies of any receipts/invoices and send to Mia Kozak (PTO Treasurer) via email at mkozak.STLPTO@gmail.com or place in the PTO Mailbox in the School Office. Scanned copies of all receipts/invoices should be attached when submitting an approval request via email. Email attachments must be sent as a pdf. Only complete, accurate requests will be approved. Please email questions to pto@stlawrenceparish.com.

Requested By: _____ Request Date: _____

Phone: _____ Email: _____

Vendor Name: _____

Amount of Approval Sought: _____

Description of Expense: _____

Approved by PTO: _____

Date: _____

Approved by Principal: _____

Date: _____