



Columbus Grove Elementary School

PAYMENT REQUEST FORM

This form is to be used when requesting funds for a special project or specific items yet to be purchased. **Please submit this completed form to Mr. Calvelage before purchasing anything.** It can be submitted electronically to _____ or placed in his mailbox.

Date: _____

Amount requested: _____

Requester's Name & Title: _____

Signature of requestor: _____

Make check payable to: _____

What is the money going to be used for?

How will this purchase be used in the classroom setting?

Any additional information you would like us to know?

Date received _____ Approved / Denied B. Calvelage _____

Paid on _____ Ck# _____ Initials _____