



# Request For Funds

**DIRECTIONS:**

1. Completely fill out the information below.
2. Attach bill, invoice or receipt by stapling. An original or copy is acceptable.
3. Copy any of these materials needed for your records. The treasurer will keep all documents attached here.
4. Place this request with all attachments in the folder labeled Treasurer in the PTO box in the school office.
5. Please allow 7- 14 days to process.

If you have any questions, please contact (treasurer's name) at ([email](#) or ###-####).

**YOUR INFORMATION:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

email: \_\_\_\_\_

**CHECK INFORMATION:**

Make check payable to: \_\_\_\_\_

Amount: \_\_\_\_\_

Date Needed: \_\_\_\_\_

**List receipts separately below:**

Date	Brief Description Of Receipt	Amount	Funds Used For	PTO Use Only: Budget Category

Check one of the following that applies to this request:

- I am requesting a reimbursement for funds already spent.
- I am requesting payment for the attached bill.
- I am requesting "start-up" funds for a specific project.
- Other: \_\_\_\_\_

**PTO USE ONLY:**

President Approval: \_\_\_\_\_

Budget Category: \_\_\_\_\_

Check #: \_\_\_\_\_

Date written: \_\_\_\_\_