



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: _____