



Request For Funds

If you have any questions, please contact Bob Black: ordway.treasurer@bainbridgeptos.org

DIRECTIONS:

1. Completely fill out the information below.
2. Attach bill, invoice or receipt by stapling or send an electronic copy. 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 or send to the school Treasurer's PTO eMail address.
5. Please allow 7- 14 days to process.

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: _____