



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 |
|------|---------------------------------|--------|----------------|----------------------------------|
| | | | | |
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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: _____