

Spencer Elementary School PTA - Request for Funds

Please complete this form and submit to a PTA board member or email to SpencerSchoolPTA@gmail.com. Completed requests will be reviewed at the next PTA e-board meeting (held monthly). Incomplete funding requests will be returned and will not be voted on until the form is complete.

Requestor's Name: _____ Request Date: _____

Email: _____ PTA Member: Yes No

Description of your funding request (description of item/event/project, grades and # of students involved, benefit to students, etc.). Feel free to attach any documentation, details or information pertaining to this request.

Please include ALL costs of item/event/project, <u>not</u> only those requested of PTA (attach additional sheet if necessary)		
EXPENSE or ITEMS TO BE PURCHASED	COST	Comments
Total Cost	\$	
Non-PTA Funded Total	\$	
Budgeted PTA Funds Total (teacher supplies reimbursement, student field trip allotment, etc.)	\$	
Additional PTA Funds Requested Total	\$	

Payment Method: Reimbursement Payment direct to Vendor

Payment Timing: Receipt(s)/Invoice Attached Receipt(s)/Invoice will be submitted

Amount Requested: \$_____ Date funds are needed by: _____

Make check payable to: _____

Have you checked any alternate sources of funding (e.g. donation)? If yes, please describe.

PTA Use Only

Date Received: _____	Date Reviewed: _____	Approved: YES NO
Approved amount: \$_____	Issued check #: _____	Date issued: _____
Reason for reject: _____		