

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 reviewed 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.

EXPENSE or ITEMS TO BE PURCHASED	COST	Comments
	\$	
	\$	
	\$	
	\$	
	\$	
Total Amount of Requested PTA Funds	\$	

Payment Method: Reimbursement Payment direct to Vendor

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

Date funds needed: _____ Check payable to: _____

Are you using or have you checked any alternate sources of funding (e.g. donation, grant, PTA classroom supplies reimbursement)? If yes, please describe.

PTA Use Only

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