



REQUEST FOR FUNDS

SCRIBNER ROAD PTA

Date: _____

To: President, Scribner Road PTA

From: _____

Child's name/ Teacher: _____

Phone: _____

RE: Request for Funds

Instructions: Please use this form for requests for PTA financial support of school projects. Where applicable, please attach any receipts and invoices when submitting reimbursement requests for budgeted grade level activity funds. Please return this completed form to the PTA mailbox. Approved requests will be forwarded to the Treasurer for payment.

I/We request \$_____ to be used for the following purpose:

Please make check payable to: _____

The funds are needed by the following date: _____

The funds should be applied to the following budget category: _____

Treasurer's Notes:

Receipts/Invoices Received: _____

Date Paid: _____ Check #: _____ Amount: _____