

# Example Funds Request Form

Check # \_\_\_\_\_

_____ PTA <b>Funds Request Form</b>
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**PAYEE SUMMARY**

Payable to \_\_\_\_\_ Date Requested \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Requestor \_\_\_\_\_ Date Needed \_\_\_\_\_

Budget Category(s) to be Charged & Corresponding Amount(s)

Budget Category	Amount	Budget Category	Amount
	\$		\$
	\$		\$

**PURCHASE SUMMARY**

Item Purchased	Place of Purchase	Amount
		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b>		<b>\$</b>

*Receipts and/or invoices must be attached. A sales tax exemption form should be used when feasible.*

**CHECK DELIVERY INFORMATION**

Please indicate where you would like this check sent or how you would like to receive it:	
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**APPROVALS**

Committee Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 2nd Signer's Signature (if Standing Rules require 2 signatures) \_\_\_\_\_ Date \_\_\_\_\_

**FOR TREASURER'S USE ONLY**

Receipt/Invoice Date		Date Paid	
Date Received		Payment Method	
Plan of Work/Motion		Total Payment	\$

