

# PTA Funding Request Form

If you have a request for funding from the PTA, please fill out the information below and return this form to a PTA board member or the PTA box at the school office. Please return this completed form to Andrew Kelsey's (Treasurer) mailbox.

Name of requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

*If requestor is not a teacher, you must coordinate your request through one of the LES teachers. Please speak with a teacher prior to completing the form.*

Teacher sponsor (if applicable): \_\_\_\_\_

Item Requested: \_\_\_\_\_ Cost: \_\_\_\_\_

Item Description: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If form is not complete, it will not be considered for funding.

All original receipts must be attached. Circle the reimbursement amount on each receipt.

# PTO Funding Instructions

The item you requested \_\_\_\_\_

has been funded in the amount of \$\_\_\_\_\_.

Please go to the school office and sign the PTA disbursement log to acknowledge awareness of funding.

You may either get a Purchase Order (P.O.) from the office to pay for the item, or pay for the item directly and receive reimbursement.