



SAND POINT ELEMENTARY PTA REQUEST FOR FUNDS

PLEASE NOTE: PTA Board policy requires that all expenditures be approved by the Board. Money spent prior to obtaining proper approval risks non-reimbursement. Dated invoices or receipts must be attached and are required on all expenditures prior to any payment or reimbursement. If requesting for more than one Budget Line Item please use separate forms.

Requested By: _____ Date: _____

Email Address: _____ Phone: _____

Circle Applicable: Teacher Staff PTA Other

Circle PTA Member: Yes No

Check to be received via Mail PTA Box Other _____

Address: _____

Make Check Payable To: _____

Amount: \$ _____

Purpose – Please be as specific as possible:

Budget Category _____

Budget Line/Item _____

Committee/Project Chair Signature*

PTA Board Member Signature

Date Paid: _____

Check #: _____

Invoice (leave blank if N/A) # _____

*Please confirm that invoice/receipt is attached and that budget line item is correct.