



Request for Budgeted Funds

Fill out the form below completely.

All receipts/invoices should be attached to the form and emailed to the PTO treasurer or dropped in the PTO mailbox in the school front office.

Date _____

Budget Category Classroom Stipend Fieldtrip Technology Other _____

Request Type Payment of bill (attach invoice) Reimbursement Other _____

Submitted by _____

Phone _____

Email _____

Send check to _____ via school mailbox address below

Address _____

City/State/Zip _____

Description of purchase	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Treasurer Use Only

Check number _____ Amount _____ Date _____

Budget category _____

Logged (initials) _____ Date logged _____