



PTA Teacher Funds Request And Reimbursement Form



FUNDS REQUEST DETAILS

Please select request or reimbursement:

- Request for future payment
- Reimbursement for money spent (*attach receipts*)

Amount requested: \$ _____

Reason for the request: _____

If a request is for a future payment, when will the funds be required? _____

Request is a:

- One-time expense
- Recurring expense in future years

SUBMITTED BY

Person submitting request: _____

Phone number: _____

Email address: _____

Check payable to: _____

Date Submitted: _____

Please submit this form to the principal for initial review. The principal will then submit the request to the PTA for review.

PRINCIPAL REVIEW (For Principal Use Only)

Are funds available through the school or district for this request? Yes No

Does principal approve this request to be submitted to the PTA for funds review? Yes No

Principal Signature: _____ Date: _____

PTA APPROVAL: (For PTA Use Only)

PTA President Signature: _____

PTA Approval: Yes No Date: _____

If no, reason why request was denied: _____

Please complete this form and submit to the Principal who will then submit the request to the PTA via the PTA Board for review.