

REQUEST FOR PTA COUNCIL FUNDS

Requests must be for previously budgeted items, and be within budget. Non-budgeted items, or amounts over budget must be voted for payment in a PTA Council meeting.

Budgeted item? Yes _____ No _____

Date: _____

Name: _____

Address: _____

City, state, zip _____

E-Mail address: _____

Amount requested: \$ _____

Purpose:

Make check payable to:

ATTACH RECEIPTS

<p>Send requests to:</p> <p>Diane Downend 153 Second St., Ste. 101 Los Altos, CA 94022</p>	<p>Treasurer use:</p> <p>Date: _____</p> <p>Check #: _____</p> <p>Amount: _____</p> <p>Approval _____ By event coordinator/officer</p>
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